# Position Details

## Communication & Information- CSOF5

|  |  |
| --- | --- |
| The following information is for applicants | |
| Advertised Job Title | Project Manager, Impact & Evaluation |
| Job Reference | 90598 |
| Tenure | Specified Term (to 15 December 2023, with possibility of extension)  Full-time |
| Salary Range | AU$105,806 - AU$114,500 per annum (pro-rata for part-time)  plus up to 15.4% superannuation |
| Location(s) | Capital cities, Newcastle, Townsville, Cairns |
| Relocation Assistance | Will be provided to the successful candidate if required |
| Applications are open to | * Australian/New Zealand Citizens and Australian Permanent Residents |
| Position reports to the | Executive Manager, Impact & Evaluation |
| Client Focus – Internal | 30% |
| Client Focus – External | 70% |
| Number of Direct Reports | 0 |
| Enquire about this job | Tania Sarafian via email at [tania.sarafian@csiro.au](mailto:tania.sarafian@csiro.au), or  Anna Lau via email at [anna.lau@csiro.au](mailto:anna.lau@csiro.au) |
| How to apply | Apply online at <https://jobs.csiro.au/>  Internal applicants please apply via **Jobs Central**  If you experience difficulties when applying, please email [careers.online@csiro.au](mailto:careers.online@csiro.au) or call 1300 984 220. |

**Acknowledgement of Country**

CSIRO acknowledges the Traditional Owners of the land, sea, and waters, of the areas that we live and work on across Australia. We acknowledge their continuing connection to their culture and pay our respects to their Elders past and present. View our [vision towards reconciliation](https://www.csiro.au/en/about/Indigenous-engagement/Reconciliation-Action-Plan).

### Role Overview

The primary responsibility of the role will be to manage the development and initial implementation of a new evidence project within the Generation STEM initiative (<https://www.csiro.au/en/education/programs/generation-stem>), funded by the New South Wales Government and delivered by CSIRO. The Project Manager will be responsible for collaboratively developing the project that will gather, synthesise, and communicate data, research, and evaluation evidence to the STEM education ecosystem to improve outcomes. The focus will be on developing and implementing the project in close collaboration with stakeholders, including funders, program designers, evaluators, and communities.

The role is part of a national team and will work closely with the other team members and across the CSIRO Education and Outreach business unit to source and share evidence for what works in STEM education.

### Duties and Key Result Areas

* Work with the Executive Manager, Impact and Evaluation to coordinate the development and initial implementation of an evidence translation project within the Generation STEM initiative.
* Work with the Generation STEM program team, funder stakeholders, and stakeholders in the STEM education ecosystem to design and deliver a user-focused set of tools that can drive improvements and shift the dial on STEM education outcomes in NSW and beyond.
* Be responsible for the setting up processes for the gathering, storage, synthesis, communication, and utilisation of a wide range of data and evidence.
* Development of project plans, budgets, KPIs, reports, and presentations for internal and external audiences within agreed timeframes.
* Work independently within their own function and take responsibility for resolving complex problems, requiring a high degree of knowledge of specialist activities.
* Influence the decisions of Business Unit’s managers by recognising the need for change and initiating and implementing effective and sometimes innovative solutions where relevant.
* Develop effective stakeholder engagement strategies and implement. Liaise with stakeholders to determine their needs and tailor solutions to meet client needs.
* Represent the Business Unit at external and internal forums as required.
* Manage specialist external providers, such as design and research subcontractors, as required. Work with CSIRO’s legal services, business development, finance, and other support units to engage and partner with other organisations to achieve common goals.
* Communicate openly, effectively, and respectfully with all staff, clients, and suppliers in the interests of good business practice, collaboration, and enhancement of CSIRO’s reputation.
* Work collaboratively as part of a multi-disciplinary, regionally dispersed team to carry out tasks in support of CSIRO objectives.
* Adhere to the spirit and practice of CSIRO’s Values, Code of Conduct, Health, Safety and Environment procedures and policy, Diversity initiatives and Zero Harm goals.
* Other duties as directed.

## **Selection Criteria**

#### Essential

*Under CSIRO policy only those who meet all essential criteria can be appointed.*

1. Relevant diploma/bachelor’s or advanced degree or equivalent relevant work experience in social science, education research, or project management.
2. Ability to manage complex projects with diverse stakeholders.
3. Demonstrated experience liaising with a diverse range of stakeholders to achieve objectives on time and within budget.

## **Desirable**

1. Experience in working with or within a science and research organisation.
2. Knowledge and experience in STEM education data or research or evaluation projects.

## **Required Competencies**

* **Teamwork and Collaboration:** Cooperates with others to achieve organisational objectives and may share team resources in order to do this. Collaborates with other teams as well as industry colleagues.
* **Influence and Communication:** Uses knowledge of other party's priorities and adapts presentations or discussions to appeal to the interests and level of the audience. Anticipates and prepares for others’ reactions.
* **Resource Management/Leadership:** Sets up and maintains effective and efficient work teams and manages performance and resources, to achieve objectives. Chooses appropriate management strategies and communication styles to maintain high levels of motivation and productivity. Gives feedback for development purposes and provides support and direction for improvement.
* **Judgement and Problem Solving:** Investigates underlying issues of complex and ill-defined problems and develops appropriate response by adapting/creating and testing alternative solutions.
* **Independence:** Plans, sets and works to meet challenging standards and goals for self and/or others. Recognises where endeavours will make the most impact or difference, decides on desired outcome and sets realistic goals to reach this target.
* **Adaptability:**Copes with ambiguity or situations that lack clarity. Adapts readily to changing circumstances and new responsibilities (which may include activities outside own preferences) in the interests of achieving team objectives. Recognises the need for and undertakes personal development as a result of changes.

Special Requirements

* The successful candidate will be asked to obtain and provide evidence of a National Police Clearance or equivalent. Please note that individuals with criminal records are not automatically deemed ineligible. Each application will be considered on its merits.
* This role has child safety obligations. Accordingly, the successful candidate will be required to obtain or provide evidence that they hold a working with children check prior to confirmation of appointment.

## **About CSIRO**

We solve the greatest challenges through innovative science and technology. Visit [CSIRO Online](http://www.csiro.au/) and [www.csiro.au/education](http://www.csiro.au/education) for more information.

CSIRO is a values-based organisation.  In your application and at interview you will need to demonstrate behaviours aligned to our values of:

* People First
* Further Together
* Making it Real
* Trusted