# Position Details

## Communication & Information- CSOF5

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| The following information is for applicants | |
| Advertised Job Title | Principal Advisor, Impact & Evaluation |
| Job Reference | 90603 |
| Tenure | Indefinite  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 | 70% |
| Client Focus – External | 30% |
| Number of Direct Reports | 0 |
| Enquire about this job | Christopher Banks via email at christopher.banks@csiro.au or phone +61 07 3833 5999 (to 2December 2022), or Ruth Carr via email at [ruth.carr@csiro.au](mailto:ruth.carr@csiro.au) or phone +61 |
| 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 plan and undertake monitoring, evaluation, and learning (MEL) activities for CSIRO Education & Outreach. The Principal Advisor will be responsible for undertaking and coordinating MEL activities for several programs and building the evaluation capacity of Education & Outreach overall. The focus will be on developing monitoring and evaluation plans, collecting and analysing data, writing reports, and disseminating evaluation findings.

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 generate evidence for what works in STEM education.

### Duties and Key Result Areas

* Collaborate with the Manager, Impact and Evaluation to coordinate the delivery of monitoring, evaluation and learning activities across Education & Outreach using a range of methodologies, and managing ethics and jurisdictional approvals.
* Work with the team leads of relevant programs, and across Education and Outreach, in a manner that facilitates a continuous improvement practice and enhanced delivery of project outcomes.
* Be responsible for the qualitative and quantitative data collection, storage, and analysis processes in compliance with organisational, ethics, and jurisdictional policies and permissions.
* Write reports, case studies, and presentations for internal and external audiences within agreed timeframes. Use innovative techniques to increase the utilisation of evaluation evidence.
* 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.
* May be responsible for the outcomes of a team, allocation of resources and for performance management and career development of the team.
* Liaise with clients to determine their needs and tailor solutions to meet client needs.
* Be responsible for delivering outcomes and for client satisfaction including correcting problems promptly and in a constructive manner.
* Represent the Business Unit at external and internal forums as required.
* Manage specialist external providers, such as evaluation subcontractors, as required.
* 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 program evaluation.
2. Ability to produce high quality written materials in a timely manner as well as strong presentation and facilitation skills. Examples of written reports will need to be provided.
3. Demonstrated experience liaising with a diverse range of stakeholders to achieve objectives on time and within budget.
4. Proven involvement in qualitative and quantitative data collection, storage, and qualitative and quantitative analysis processes in compliance with ethics and jurisdictional permissions

## **Desirable**

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

## **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