# Position Details

## Communication & Information- CSOF5

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| The following information is for applicants | |
| Advertised Job Title | Generation STEM Education Team Leader |
| Job Reference | 91568 |
| Tenure | Specified Term of 2 years  Full-time |
| Salary Range | AU$105,806 – AU$114,500 per annum plus up to 15.4% superannuation |
| Location(s) | Eveleigh or Newcastle, NSW  Other locations in Sydney may be considered |
| Relocation Assistance | Will be provided to the successful candidate if required |
| Applications are open to | Australian/New Zealand Citizens and Australian Permanent Residents Only |
| Position reports to the | Program Manager, Generation STEM |
| Client Focus – Internal | 75% |
| Client Focus – External | 25% |
| Number of Direct Reports | 3 |
| Enquire about this job | Contact Anna Lau via email [anna.lau@csiro.au](mailto:anna.lau@csiro.au) or phone: +61 2 9490 5521 |
| 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

Generation STEM is a $25 million ten-year initiative which works with industry, government and education sectors to support, train and retain students in science, technology, engineering and mathematics (STEM) career pathways. Currently three programs are being delivered in various locations throughout NSW as part of the initiative – STEM Community Partnerships Program (STEM CPP), Deadly in Generation STEM and Generation STEM Links.

The STEM CPP creates strong partnerships between local schools and industry, with the goal of highlighting local STEM careers and opportunities and providing avenues for students to develop their STEM skills in an engaging and rewarding way.

Deadly in Generation STEM aims to increase participation of NSW Aboriginal and/or Torres Strait Islander students in STEM, through Culture and on Country. CSIRO works closely with local community to tailor, deliver and support activities to increase engagement and retention of Aboriginal and/or Torres Strait Islander secondary students into local STEM educational pathways, STEM employment and/or further education.

Lastly, the Generation STEM Links program addresses another critical point in the STEM pipeline – the transition to employment. The program provides internships to help tertiary students gain relevant workplace skills, and transition into STEM jobs after graduation.

This role is one of two Education Team Leaders in the team and will work closely with the other Education Team Leader and in partnership with the Program Manager to contribute to the leadership and growth of the programs. There is a focus on ensuring that initiatives delivered within Generation STEM meet KPIs and managing day-to-day operations, including staff management, coaching/mentoring, training, planning and internal processes.

The Education Team Leader will be expected to build a high-performance team culture; maintain strong and respectful relationships with program participants, collaborators and the wider Education and Outreach team; and provide support to the Program Manager in the design, delivery and management of the program’s strategy, resources and activities in collaboration with key stakeholders. This role will include travel locally and within New South Wales.

### Duties and Key Result Areas

* Provide leadership and supervision to a diverse team for day-to-day operations, manage staff performance and career development. Take responsibility for team onboarding and training.
* Manage the program’s operational planning, budget, implementation and processes ensuring contractual KPIs are met.
* Take responsibility for delivering on work plans identifying issues and opportunities and building a culture of continuous improvement. Streamline processes across programs.
* Contribute to strategic planning and delivery of the program including stakeholder engagement, communications and events, participant and teacher professional learning activities.
* Utilise expertise to identify, establish and maintain strong trusted advisor relationships with internal and external stakeholders in collaboration with the Program Manager and the other Education Team.
* Work flexibly, collaboratively and responsively with a range of stakeholders and across a range of Education and Outreach programs.
* Support the team to establish, maintain and foster ongoing and culturally respectful relationships with schools, families, communities and other stakeholders.
* Prepare reports and responses to internal and external requests e.g. requests for information. Ensure accurate record keeping and program tracking to inform reports.
* Represent CSIRO at internal and external forums and collaborate with external providers as required.
* Demonstrate appropriate behaviours at all times when working with children and diverse groups.
* 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, often regionally dispersed team to carry out tasks in support of CSIRO scientific objectives.
* Adhere to the spirit and practice of CSIRO’s Values, Code of Conduct, Health, Safety and Environment procedures and policy, Diversity initiatives and Making Safety Personal goals.
* Other duties as directed.

## **Selection Criteria**

#### Essential

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

1. A tertiary qualification in STEM, education, project management or equivalent relevant work experience.
2. Demonstrated project management skills including the ability to prioritise and manage multiple projects with competing deadlines and lead a complex long-term project with multiple stakeholders.
3. Demonstrated experience in leading effective and efficient work teams and managing performance and resources to achieve objectives, including providing feedback for development purposes and support and direction for improvement.
4. Strong ability to engender a strong customer service culture, exercise sound judgement, and guide and influence decision makers to ensure the timely delivery of outcomes.
5. Excellent oral and written communication skills with proven experience writing reports for a range of stakeholders and audiences.
6. Highly developed interpersonal skills and collaborative working style including experience in establishing and maintaining strong and productive relationships with a range of external stakeholders such as students, teachers and industry professionals.
7. Demonstrated understanding of how to work safely with children.
8. A valid Australian Class C driver’s licence.

## **Desirable**

1. Demonstrated experience in developing and/or delivering STEM programs for students.
2. Good understanding of the diversity of science undertaken at CSIRO and its place in the National Innovation and Science Agenda.

## **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

Appointment to this role may be subject to conditions including provision of a national police check as well as other security/medical/character clearance requirements.

* The successful candidate will be asked to obtain and provide evidence of a National Police Check or equivalent. Please note that people 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.
* The successful candidate must be willing and able to travel locally and within New South Wales.

## **About CSIRO**

We solve the greatest challenges through innovative science and technology. To find out more visit us [online](http://www.csiro.au/)!

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

* 1. People First
  2. Further Together
  3. Making it Real
  4. Trusted

Find out more about the [CSIRO Education and Outreach](https://www.csiro.au/en/Education)