# Position Details

## Communication & Information- CSOF4

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| The following information is for applicants | |
| Advertised Job Title | Indigenous Education Project Officer (Identified Role – Indigenous) |
| Job Reference | 91619 |
| Tenure | Specified Term until 31 December 2024  Full-time (preferred), Part-time (min. 0.8 FTE considered) |
| Salary Range | AU$89,680 – AU$101,459 per annum (pro-rata for part-time) + up to 15.4% superannuation |
| Location(s) | Moree, NSW or Work-from-Home/Remotely  (Any NSW-based or Southern Queensland CSIRO locations including Newcastle, Narrabri, Armidale, Parkes, Sydney, Brisbane would be considered) |
| Relocation Assistance | Will be provided to the successful candidate if required |
| Applications are open to | The position is only open to Aboriginal and/or Torres Strait Islander peoples with Australian Citizenship.  CSIRO considers filling this position to be intended to constitute a special/equal opportunity/affirmative measure under *section 8(1) of the Racial Discrimination Act 1975 (Cth)*. Successful candidates are required to provide evidence to confirm that they are an Aboriginal and/or Torres Strait Islander person. |
| Position reports to the | Education Team Leader, Generation STEM |
| Client Focus – Internal | 20% |
| Client Focus – External | 80% |
| Number of Direct Reports | 0 |
| Enquire about this job | Contact Anna Lau via email at [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.
* The **Generation STEM Links** program addresses another critical point in the STEM pipeline, which is the transition to employment. The program provides internships to help tertiary students gain relevant workplace skills, and transition into STEM jobs after graduation. In doing so it provides industry partners the opportunity to help increase awareness of local STEM career pathways and raise the calibre of upcoming talent for their industry.

The Education Project Officer will play a key role in the design and delivery of ‘Deadly in Generation STEM’ in Moree, NSW. This will involve working with local knowledge holders and community to develop and deliver range of activities, workshops and events, as well as facilitating and supporting the involvement of knowledge holders, industry professionals, teachers, students and other stakeholders in the program. The role will be the main local contact point for program participants and will be expected to work closely with community members, schools and participants to ensure that the program meets local needs.

The role will be expected to build and maintain strong and respectful relationships with Aboriginal and/or Torres Strait Islander people and other stakeholders. The role is also expected to involve frequent travel to Moree and surrounding areas.

### Duties and Key Result Areas

* Develop, co-design and deliver program activities in collaboration with Aboriginal and Torres Strait Islander people, knowledge holders and other stakeholders.
* Contribute to the program’s planning and processes, including developing program materials/documentation, risk assessments and resources.
* Provide guidance and assistance to teachers, students and others to support their participation in the program.
* Establish, maintain and foster ongoing and culturally respectful relationships with schools, families, communities and stakeholders.
* Understand and follow appropriate protocols when working and communicating with Aboriginal and Torres Strait Islander people.
* Manage workload and competing priorities to ensure program outputs are delivered on time.
* 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 scientific objectives.
* Adhere to the spirit and practice of CSIRO’s Code of Conduct, Health, Safety and Environment plans and policies, 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 qualification in education/teaching, STEM, community engagement, project management, or equivalent relevant work experience.
2. Demonstrated knowledge and understanding of Aboriginal and Torres Strait Islander societies, cultures and the issues affecting these cultures in Australian society, as well as a demonstrated ability to communicate sensitively and effectively with Aboriginal and/or Torres Strait Islander peoples.
3. Experience delivering programs/projects to, and/or supporting, Aboriginal and Torres Strait Islander people, including demonstrated project coordination skills and experience in managing multiple priorities.
4. Highly developed stakeholder management and interpersonal skills including the ability to establish and maintain strong relationships and networks with a diverse range of stakeholders.
5. Good oral and written communication skills for a range of audiences and in a variety of formats.
6. The ability to work effectively in a team environment and demonstrated capacity for initiative, self-motivation and flexibility.
7. Ability to travel frequently within NSW (particularly to Moree and surrounding areas), including overnight stays.
8. Demonstrated understanding of how to work safely with children.
9. A valid Australian Class C driver’s licence.

## **Desirable**

1. Experience developing and/or delivering STEM education 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:** Allocates activities, directs tasks and manages resources to meet objectives. Provides coaching and on the job training, recognises and supports staff achievements and fosters open communication in the team.
* **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:** Recognise and makes immediate changes to improve performance (faster, better, lower cost, more efficiently, better quality, improved client satisfaction).
* **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.
* The successful applicant is required to provide evidence to confirm that they are an Aboriginal and/or Torres Strait Islander person.
* The successful candidate will be required to provide contact details of at least one Aboriginal and/or Torres Strait Islander person to be a cultural referee to confirm their ability to work and communicate respectfully with Aboriginal and/or Torres Strait Islander peoples.
* 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 frequently to Moree and surrounding areas.

## **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)