# Position Details

## Communication and Information – CSOF6

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| The following information is for applicants | |
| Advertised Job Title | Program Manager – STEM Professionals in Schools |
| Job Reference | 92773 |
| Tenure | Specified Term until 30 June 2025  Part-time**, 0.6 FTE** |
| Salary Range | AU$121,455 to AU$142,321 per annum + up to 15.4% superannuation (to be pro-rata for part-time) |
| Location(s) | Negotiable – any capital city considered |
| Applications are open to | * Australian/New Zealand Citizens * Australian Permanent Residents and * Australian Temporary Residents residing in Australia with full working rights till 30, June 2025 with no visa sponsorship support from CSIRO |
| Position reports to the | Program Delivery Manager |
| Client Focus – Internal | 30% |
| Client Focus – External | 70% |
| Number of Direct Reports | 3 |
| Enquire about this job | Contact Tania Sarafianvia email: [tania.sarafian@csiro.au](mailto:tania.sarafian@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).

### Child Safety

CSIRO is committed to the safety and wellbeing of all children and young people involved in our activities and programs. View our [Child Safe Policy](https://www.csiro.au/en/about/policies/child-safe-policy).

### Role Overview

STEM Professionals in Schools is a national volunteer program that facilitates flexible, ongoing partnerships between schools and industry, between professionals and teachers, to bring real-world science, technology, engineering and mathematics (STEM) into the classroom.

We individually match teachers and STEM professionals so they can work together to increase teachers' and students' STEM skills, knowledge and confidence through a range of activities. Each partnership is unique as the partners determine what works best for them based on their combined expertise, the curriculum or student needs, and their availability.

STEM Professionals in Schools is supported by the Australian Government Department of Education and delivered by CSIRO.

The STEM Professionals in Schools Program Manager (Program Manager) will provide strategic leadership for all aspects of the program. This includes planning, development and implementation of the program’s strategy to achieve the overarching goals, managing relationships with critical key stakeholders and leading a high-performing team. The Program Manager will have significant independence, responsibility for the strategic and operational decisions and aligning the goals of the program with broader CSIRO Education and Outreach strategy.

The Program Manager will foster a culture of innovation and creativity. In collaboration with the team, the Program Manager will establish a vision for the program and create accountability within the team to work towards that vision. The Program Manager will work closely across the Business Unit’s leadership and program teams to elevate the profile of the STEM Professionals in Schools program and secure its future.

This role may involve local and interstate travel.

### Duties and Key Result Areas

* Leadership and strategic responsibility for all aspects of the program, including:
* strategic planning, development and delivery of the program’s goals
* developing and maintaining relationships with key partners, funders, and stakeholders
* compliance with governance, ethics and internal and external reporting requirements
* collaboration with support teams such as Monitoring and Evaluation
* managing risks, finances and budgets
* Act as a trusted advisor to the funder, partners and stakeholders and demonstrate creativity in anticipating their needs, adapting quickly and responding to market changes.
* Develop work plans, allocate and monitor resources and achieve deliverables / KPIs for the program by implementing best practice program delivery.
* Drive a high-performance culture within the STEM Professionals in Schools team that leads to continuous improvement and innovation.
* Work with the Program Delivery Manager to build relationships with key stakeholders, develop a vision for the program and secure its future.
* Generate improved solutions in work situations, trying creative ways to deal with highly complex problems and opportunities.
* Communicate openly, effectively and respectfully with all staff, clients and stakeholders in the interests of good business practice, collaboration and enhancement of CSIRO’s reputation.
* Work collaboratively with colleagues within your team, the business unit and across CSIRO, often regionally dispersed, to reach objectives.
* Adhere to the spirit and practice of CSIRO’s Values, Code of Conduct, Health, Safety and Environment procedures and policy and diversity initiatives.
* 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 in management and leadership roles.
2. Extensive experience in strategic planning and implementation, risk identification and management, problem solving, and effective budget and resource management.
3. Demonstrated experience establishing, developing and managing programs.
4. Highly developed interpersonal and networking skills including experience establishing strategic relationships and proven ability to maintain strong and productive relationships and networks with colleagues, leaders and key stakeholders.
5. Demonstrated leadership in building high performance teams, creating a culture committed to values-based behaviour, fosters innovative problem solving, continuous improvement and knowledge sharing.
6. High level written and oral communication skills in a variety of formats and for a range of audiences.

## **Desirable**

1. Demonstrated knowledge and experience in the STEM education sector, employment and pathways and experience establishing/delivering creative new STEM education/ training initiatives.
2. An understanding of the Australian Curriculum and issues facing school science, STEM Education and future STEM workforce.

## **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:** Identifies critical stakeholders and influences them via an influential third party, for example through an established network, to gain support for sometimes contentious, proposals / ideas.
* **Resource Management/Leadership:** Provides leadership that fosters an environment that encourages new ideas and provides support for the development of emerging skills. Creates trust by displaying consistency and understanding through integrity and patience. Plans, seeks, allocates and monitors resources to achieve outcomes.
* **Judgement and Problem Solving:** Anticipates and manages problems in ambiguous situations. Develops and selects an appropriate course of action and provides for contingencies. Evaluates, interprets and integrates complex bodies of information and draws logical conclusions, synthesises proposals and defends options with reasoned arguments.
* **Independence:** Assesses the risk and opportunity of identified strategies, options and actions. Overcomes problems and setbacks in achieving goals. Invariably includes consideration of value-added future impact on bottom line when determining the optimal and efficient use of resources.
* **Adaptability:**Demonstrates flexibility in thinking and adapts to and manages the increasing rate of organisational change by adjusting strategies, goals and priorities.

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.

## **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)