# Position Details

## Communication & Information- CSOF3

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| The following information is for applicants | |
| Advertised Job Title | STEM professionals in Schools Project Officer |
| Job Reference | 92995 |
| Tenure | Specified term to December 15, 2023  Part-time (0.4 – 0.8 FTE considered) |
| Salary Range | AU$68,148 – AU$86,733 per annum (pro-rata for part-time)  plus up to 15.4% superannuation |
| Location(s) | Negotiable |
| Relocation Assistance | Will be provided to the successful candidate if required |
| Applications are open to | Australian/New Zealand Citizens, Australian Permanent  Residents and/or Australian temporary residents residing in Australia with full working rights until 15 December 2023 with no visa sponsorship support from CSIRO. |
| Position reports to the | STEM Professionals in Schools Team Leader |
| Client Focus – Internal | 25% |
| Client Focus – External | 75% |
| Number of Direct Reports | 0 |
| Enquire about this job | Contact Emily Schultz via email at emily.schultz@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 Education and Outreach.

The STEM Professionals in Schools program is seeking a dynamic, motivated individual with strong interpersonal, administrative, problem solving, and communication skills for the role of STEM Professionals in Schools Project Officer (National).

The role is part of a small team, delivering the successful STEM Professionals in Schools program nationally. This program creates and supports partnerships between volunteer teachers and STEM (science, technology, engineering and maths) professionals. There will be a focus on supporting participation in the program in rural and regional areas and for underrepresented groups in STEM.

The STEM Professionals in Schools Project Officer (National) will assess and manage applications to the program and then create and support partnerships between teachers and STEM professionals nationally. In supporting partnerships, you will provide advice to promote their success and longevity. This will primarily be through online support and delivery.

### Duties and Key Result Areas:

In close liaison with the STEM Professionals in Schools Team Leader:

* Assess and manage applications to the STEM Professionals in Schools program
* Create partnerships between teachers and STEM professionals
* Initiate and maintain contact with program participants
* Provide advice and support for partnerships, through online workshops, webinars and professional learning sessions.
* Provide personalised communication and tailored support for partnerships with a focus on maintaining their participation and engagement.
* Participate in regular team meetings.
* Contribute to a high-performance culture with the STEM Professionals in Schools team that leads to continuous improvement and innovation.
* Communicate 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, to reach objectives.
* Generate improved solutions in work situations, trying creative ways to deal with problems and opportunities.
* Adhere to the spirit and practice of CSIRO’s Code of Conduct, Health, Safety and Environment procedures and policy, Diversity initiatives and Making Safety Personal goals.
* Other duties as directed.

## **Selection Criteria**

### Essential Criteria:

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

1. Relevant experience in customer service, program coordination, or administration.
2. Demonstrated ability to grow and develop professional partnerships.
3. Highly developed interpersonal and communication skills, and proven ability to establish and maintain strong and productive relationships with stakeholders, colleagues, and supervisors.
4. Demonstrated history of professional and respectful behaviours and attitudes in a collaborative environment.
5. Proficient with technology including CRM, MS office suite, and reporting systems

### Desirable Criteria:

1. Experience teaching STEM subjects, or working with STEM professionals and teachers, and an understanding of the current issues facing school STEM education.
2. An understanding of the Australian Curriculum for Science and/or Mathematics and/or Digital Technologies.
3. Demonstrated history of championing and supporting growth in participation of groups currently underrepresented in STEM

## **Required Competencies**

* **Teamwork and Collaboration:** Proactively seeks and considers the ideas and opinions of others from within and outside the team to help form decisions, plans or actions.
* **Influence and Communication:** Puts forward ideas by presenting factual information supported by data, definitions, examples, illustrations or other aids which will assist in conveying meaning.
* **Resource Management/Leadership:** Provides instruction and assists other staff to complete allocated tasks and activities.
* **Judgement and Problem Solving:** Identifies and considers the implications of a range of available alternatives in order to select the most appropriate response to problems of a familiar or recurring nature.
* **Independence:** Recognises and makes immediate changes to improve performance (faster, better, lower cost, more efficiently, better quality, improved client satisfaction).
* **Adaptability:**Willingness to change ideas or perceptions based on new information, contrary evidence or other people’s points of view. Prepared to try out different approaches.

Special Requirements

Appointment to this role is subject to provision of a pre-employment background check and may be subject to other security/medical/character clearance requirements.

* The successful candidate will undertake a pre-employment background check. 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 and provide evidence that they hold a valid paid/employee (not volunteer) Working with Children/ Vulnerable People 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/) 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