# Position Details

## Administrative Services- CSOF5

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| The following information is for applicants |
| Advertised Job Title | Diversity, Inclusion and Belonging Officer |
| Job Reference | 97241 |
| Tenure | Specified Term of 1 year, Full-time (Part time negotiable) |
| Salary Range | AU$110,038 - AU$119,080 per annum (pro-rata for part-time)plus up to 15.4% superannuation |
| Location(s) | Flexible – Sydney, Melbourne, Brisbane, Adelaide preferred |
| Relocation Assistance | Will be provided to the successful candidate if required |
| Applications are open to | * Australian/New Zealand Citizens and Australian Permanent Residents
* All Candidates
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| Position reports to the | Science Support Manager |
| Client Focus – Internal | 60% |
| Client Focus – External | 40% |
| Number of Direct Reports | 0 |
| Enquire about this job | Contact Jess Cornock, jess.cornock@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 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).

**The Opportunity**

* Play a strategic role in the development and implementation of the Diversity, Inclusion and Belonging of the Next Generation Graduate Program (NGGP) by supporting the team and partners student recruitment and retention efforts
* In collaboration with thought leaders and domain experts, Lead the development and implementation of the Next Generation Graduates Program AI and Emerging Technologies hybrid short courses
* Actively collaborate and provide insights for the student experience for Next Generation Graduates Program students and the D61 PhD students
* Form part of an innovative, diverse, agile and high-performing Program team

### Role Overview

The Next Generation Graduates Program will fund national scholarships to attract and train the next generation of artificial intelligence and emerging technology specialists. Through the Program, the Australian Government aims to address top-end talent shortages under two streams – Artificial Intelligence and Emerging Technologies.

The Program will work with universities and industry to co-fund scholarships for Australian Qualification Framework (AQF) Levels 8 (Honours) to 10 (Doctoral) using a work-integrated learning approach. Students will participate in industry-led research projects and/or placements to build job-ready skills and provide short-term access to high-end talent for business in addition to completing a formal qualification relevant to AI.

The ethos of the Next Generation Graduates Program is ‘Diversity drives innovation’ and the Diversity, Inclusion and Belonging Lead is integral in ensuring that the Program builds an environment where students from diverse backgrounds can thrive and be supported for the life of their project.

The Diversity lead will have the opportunity to research, design and implement the Diversity, Inclusion and Belonging (DIB) strategy for the NGGP students, building in the previous work done by the NGGP team and other thought leaders in D61. The successful candidate will have to work collaboratively and closely with a range of stakeholders, including university partners (diversity officers, student services, research supervisors, etc) and industry partners. The candidate will have the opportunity and responsibility to work autonomously, with clear objectives and outcomes set up in advance with the line manager and the team.

### Duties and Key Result Areas

* Build DIB Processes and Strategy for the Next Generation Graduates Program
	+ Support the design and implementation of a DIB advisory group
	+ Support the NGGP in the design of a process to identify and support students that can benefit from DIB allowances
	+ Develop guidelines for DIB allowance decision making (benchmarking against existing domestic and international)
	+ Develop DIB Strategy for life of program including advice on best use of funding and allowances
* Support Student Experience
	+ Work with the Next Gen Student Experience Team to develop DIB into the student’s experience to minimise attrition
	+ Provide advice and guidance in development of Coursework, Bootcamps, Additional resources etc ensuring alignment with DIB principles
* Research and KPIs
	+ Build out DIB research to align with Student Experience research already in development
	+ Undergo DIB in research graduate programs Literature Review (both Research and grey literature) to ensure the DIB strategy is research based and current and responds to the needs and requirements of current students and researchers.
	+ Develop processes and supporting toolkits that assist in auditing, measuring, and monitoring the Program’s DIB activities to align with DISR KPIs and the Programs Impact Pathway.
	+ Utilise data, trends and metrics to inform program delivery modification, ongoing evaluation and ongoing support for students.
* Support Universities and industry partners
	+ Engage and advise university and industry supervisors on DIB practices to support student recruitment and belonging
	+ Map DIB support at universities and support students in accessing DIB resources at their university
* Maintain relationships with key stakeholders, including government, university HDR units, academics, students, industry and senior management teams.
* Influence the Program’s strategic decisions and provide support to the Manager, Next Generation Graduates Program.
* Communicate openly, effectively and respectfully with all staff, students, 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’s 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 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 tertiary qualifications and/or experience in DIB specifically with regard to research students, including knowledge of D&I priority areas (First Nations, disability, culture, gender equity, LGBTQIA+, neurodiversity)
2. Capability in developing, implementing, monitoring and evaluating D&I Plans, and fulfilling reporting obligations using qualitative and quantitative data.
3. Excellent communication and interpersonal skills with the ability to engage and influence stakeholders at all levels.
4. Demonstrated ability to facilitate discussions on sensitive topics and manage conflict effectively.
5. Knowledge of relevant laws and regulations related to diversity and inclusion relating to research students.
6. Evidence of strong communication and interpersonal skills, including ability to cultivate effective working relationships and work closely with stakeholders.

## **Desirable**

1. Evidence of an ability to provide expert advice to academic staff on curriculum design, pedagogy and technology.

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

Include if relevant:

* 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/) and www.csiro.au/nextgen 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