# Position Details

## Communication & Information- CSOF4

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| The following information is for applicants | |
| Advertised Job Title | Academic Coordinator, Brisbane West – Young Indigenous Women’s STEM Academy (Identified Role – Indigenous) |
| Job Reference | 96337 |
| Tenure | Specified term until July 2025.  Full-time or part-time |
| Salary Range | AU$93,267to AU$105,517pa (pro-rata for part-time) + up to 15.4% superannuation |
| Location(s) | Brisbane sites preferred |
| Relocation Assistance | N/A |
| 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 | Team Leader – Young Indigenous Women’s STEM Academy |
| Client Focus – Internal | 20% |
| Client Focus – External | 80% |
| Number of Direct Reports | 0 |
| Enquire about this job | Contact Alex Lewis l via email at: alex.lewis@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

### CSIRO, in collaboration with CareerTrackers Indigenous Internship Program Limited, has been provided funds to design and deliver a national 10-year Young Indigenous Women’s STEM Academy (the Academy) for Aboriginal and/or Torres Strait Islander female and female-identifying students from Year 8 through higher education and to graduate employment. The Academy is an investment in a generation of Aboriginal and/or Torres Strait Islander female leaders, role models and game-changers in science, technology, engineering and mathematics (STEM) fields.

### The Academic Coordinators are role models who provide guidance, assistance and support to female and female-identifying students participating in the Academy using a case management approach. The role works exclusively to support young Indigenous women from ages 13-18 years of age. The Academic Coordinator will be expected to build and maintain strong and respectful relationships with Aboriginal and/or Torres Strait Islander communities, families and other stakeholders across their cohort region.

### Duties and Key Result Areas

* 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 communities and Torres Strait Islander communities.
* Provide positive role modelling to Academy students.
* Demonstrate appropriate behaviours at all times when working with children.
* Provide guidance, support and assistance to students participating in the Academy using individualised, solution-focussed, case management approaches.
* Work collaboratively with the Academy team to develop and deliver support materials, activities, and resources for Academy participants, including developing and/or attending Regional STEM Camps.
* Contribute to the collection of monitoring and evaluation data and reporting as required.
* Manage responses to enquiries about the Academy program.
* 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 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 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.
2. Experience in working with or developing programs that support social and emotional wellbeing and educational outcomes for Aboriginal and/or Torres Strait Islander young people and/or a qualification in secondary education (any STEM areas), social work, youth work or psychology.
3. Highly developed interpersonal skills, including the ability to establish and maintain strong and productive relationships and networks with young people, families, stakeholders, colleagues and supervisors.
4. Demonstrated understanding of how to work safely with children.
5. A current Australian Class C driver’s licence and ability to travel, including interstate, as required.

## **Desirable**

1. Experience supporting Aboriginal and/or Torres Strait Islander young women in educational settings, specifically for STEM.
2. Experience developing and/or delivering STEM programs for high school aged students.

## **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 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. So, the successful candidate will need to provide evidence that they hold a working with children checks prior to confirmation of appointment.
* The position also requires a full driver’s licence as travel is required and the ability and willingness to travel regionally and interstate as required.
* 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.

## **About CSIRO**

We solve the greatest challenges through innovative science and technology. Visit [CSIRO Online](http://www.csiro.au/) and [CSIRO Education and Outreach](https://www.csiro.au/en/Education) 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