# Communication & Information – CSOF5

Role summary for potential applicants

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| Advertised Job Title**:** | Education Engagement Manager |
| Reference Number**:** | 31451 |
| Classification**:** | CSOF5 |
| Salary Range: | $92k to $100k plus up to 15.4% superannuation |
| Location**:** | Melbourne, Sydney or Brisbane |
| Tenure: | 2 years |
| Relocation assistance**:** | Will be provided to the successful candidate if required. |
| Applications are open to: | Australian/New Zealand Citizens and Australian Permanent Residents |
| Functional Area**:** | Communication and Information |
| % Client Focus - Internal: | 20% |
| % Client Focus - External: | 80% |
| Reports to the: | STEM Partnerships Manager |
| Number of Direct Reports: | 0 |

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| **Role Overview** |
| The role is part of a national team, implementing the highly successful *STEM Partnerships in Schools* program. Through creating and supporting partnerships between teachers and scientists, mathematicians and ICT professionals, this exciting initiative brings real-life science, ICT and mathematics into primary and secondary school classrooms, engaging teachers and students with contemporary research, applications and careers. At a time where STEM skills are critical to building an innovative workforce of the future, corporate volunteering programs like this can bring contemporary STEM practices into the classroom. Since its establishment in 2007, *STEM Partnerships in Schools* has grown into a successful program with over 2000 currently active partnerships across Australian schools. More information is available at [www.scientistsinschools.edu.au](http://www.scientistsinschools.edu.au)  Working as part of a collaborative team, the role will contribute to the leadership and growth of the program with particular focus on increasing external engagement and participation in the program. The Education Engagement Manager will engage with and build ongoing relationships with universities, primary and secondary schools, teachers, and external education organisations and associations to increase participation, promote the success of their partnerships, increase longevity and sustainability of partnerships, and provide support for the regional project team. |

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| **Duties and Key Result Areas (KRA):** |
| * Identify and progress opportunities for the program to engage and build relationships with universities, schools, education organisations and professional associations to achieve outcomes of benefit to CSIRO Education and our partners. * Take the lead in identifying solutions to encourage participation within the education sector nationally and support these partnerships to promote their success and longevity. * Contribute in a collegiate manner to strategic planning with the program and wider CSIRO Education and Outreach team to ensure opportunities for partnerships and engagements are developed and prosper. * Take the lead in managing the development of contractual arrangements between CSIRO, and parties, as required. * Contribute to research and evaluation processes for STEM Partnerships in Schools projects/initiatives. * Establish and maintain effective ongoing relationships and networks with key stakeholders, education organisations and professional associations, including promotion of the program and increasing growth in participation. * Maintain a high level of awareness of the CSIRO Values Compass and Code of Conduct and display the appropriate behaviours in everyday operational activities. * Strive for “Zero Harm” (physical and psychological) - promotea strong safety culture. * Other duties as required. |

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| **Selection Criteria:** |
| *Under CSIRO policy only those who meet all essential criteria can be appointed*  ***Pre-Requisites:***  **Qualifications:** Relevant tertiary qualifications or demonstrated equivalent experience.  ***E*ssential Criteria:**   1. Strong stakeholder engagement experience and analytic skills to identify mutual alignment of interests across multiple stakeholders, with the ability to effectively communicate with the education sector about the program benefits. 2. Highly developed interpersonal skills including experience with negotiation and representation, and proven ability to establish and maintain strong and productive relationships and networks to achieve outcomes working collaboratively with a broad range of stakeholders. 3. Demonstrated skills in the management of multiple and diverse clients and stakeholders, including the ability to deal with incomplete information, ambiguity, urgency and complexity when developing appropriate responses and strategies. 4. Demonstrated ability to work with and influence critical stakeholders, along with well-developed communication and negotiation skills specific for managing engagement with the education sector. 5. Demonstrated high level problem solving and judgment skills, including the ability to anticipate, identify and manage risks and to develop evidenced-based appropriate solutions.   ***Desirable Criteria:***   1. Demonstrated understanding of the Australian Curriculum, including a high level understanding of issues facing the school and tertiary sector in relation to STEM education.   Special requirements:   * A current driver’s licence and the ability to travel locally and interstate. * A valid Working with Children Check or equivalent or the willingness and ability to gain one.   **CSIRO Values:**  As Australia’s Innovation Catalyst, CSIRO has strategic actions underpinned by behaviours aligned to Excellent science, Inclusion, trust & respect, Health, safety & environment and Deliver on commitments.  In your application and at interview you will need to demonstrate alignment with these behaviours. |

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| **Other Information:** |
| **How to Apply**  Please apply for this position online at [www.csiro.au/careers](http://www.csiro.au/careers). Your application should comprise **one document** which incorporates the latest version of your CV plus a covering letter outlining your motivations for applying and your suitability for the role (uploaded under “Resume/Cover Letter”). You may be asked to provide additional information at a later time. Applicants who do not provide the information when requested may not be considered.  If you experience difficulties applying online call 1300 984 220 and someone will be able to assist you. Outside business hours please email: [careers.online@csiro.au](mailto:careers.online@csiro.au).  **Referees**: If you do not already have the names and contact details of two previous supervisors or academic/professional referees included in your resume/CV please add these before uploading your CV.  **Contact:** If after reading the selection documentation you require further information please contact:  Sarah Hayton at sarah.hayton@csiro.au  Please do not email your application directly. Applications received via this method will not be considered.  **About CSIRO**  Australia is founding its future on science and innovation. Its national science agency, the Commonwealth Scientific and Industrial Research Organisation (CSIRO) is a powerhouse of ideas, technologies and skills for building prosperity, growth, health and sustainability. It serves governments, industries, business and communities across the nation.  Find out more! [www.csiro.au](http://www.csiro.au).  **About CSIRO Education and Outreach**  CSIRO’s education and outreach programs provide authentic learning experiences which 1. Contribute to expanding awareness and understanding of CSIRO amongst young Australians.  2. Encourage future employees towards careers in CSIRO.  3. Increase awareness of the role of science, technology, engineering and mathematics, and CSIRO’s place, in the national innovation system.  Find out more at [www.csiro.au/education](http://www.csiro.au/education). |