# Communication & Information – CSOF4

Role summary for potential applicants

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| Advertised Job Title**:** | Coordinator – Inquiry for Indigenous Science Students (3 roles available) |
| Reference Number**:** | 52481 |
| Classification**:** | CSOF4 |
| Salary Range: | AU $80K to AU $91K plus up to 15.4% superannuation |
| Location**:** | Negotiable |
| Tenure: | 2 x Specified terms of 1 year and 7 months  1 x Specified term of 10 months |
| Relocation assistance**:** | Will be provided to the successful candidate if required. |
| Applications are open to: | Australian Citizens and Permanent Residents Only   * *For Specified Term positions, we will accept applications from Temporary Residents with working rights for the length of the term, who do not require sponsorship.* |
| Functional Area**:** | Communication and Information |
| % Client Focus - Internal: | 40% |
| % Client Focus - External: | 60% |
| Reports to the: | Senior Coordinator - Inquiry for Indigenous Science Students, Indigenous STEM Education, CSIRO Education and Outreach |
| Number of Direct Reports: | 0 |

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| **Role Overview:** |
| With the support of the BHP Billiton Foundation, the Indigenous STEM Education Project aims to increase the participation and achievement of Aboriginal and Torres Strait Islander students in science, technology, engineering and mathematics (STEM). The Indigenous STEM Education Project is part of CSIRO’s Education and Outreach (CEdO) suite of programs. There are six elements to the project, which cater to the diversity of Aboriginal and Torres Strait Islander students as they progress through primary, secondary and tertiary education, and into employment.  The Inquiry for Indigenous Science Students (I2S2) program is a national program that is currently being implemented across Queensland, New South Wales, Western Australia and South Australia. The program targets students in years 5 to 9 in mainstream metropolitan and regional schools with the main aim of increasing the achievement, engagement and attendance of Indigenous students in science. More information can found at: <http://www.csiro.au/en/Education/Programs/Indigenous-STEM/I2S2>.  The primary responsibility of the Coordinator – I2S2 is to work as part of a national team to deliver the I2S2 element of the Indigenous Science, Technology, Engineering and Mathematics (STEM) Project into schools. Each Coordinator will work with teachers and Indigenous students in implementing student-centred inquiry-based STEM projects in schools and in nurturing and encouraging students’ interest in STEM. |

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| **Duties and Key Result Areas:** |
| * Contribute to the ongoing improvement and delivery of teacher professional development on student-centred, inquiry-based STEM projects in an Indigenous context in schools. * Work with teachers to facilitate the implementation of student-centred, inquiry-based STEM projects in an Indigenous context in schools. * Assist in the development and refinement of customised resources to support the implementation of Inquiry for Indigenous Science Students. * Work with schools and clusters to develop and implement customised work plans. * Participate in regular team meetings. * Communicate 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 a member or team leader of an often regionally dispersed team, to carry out tasks under limited direction in support of organisational goals. * Work collaboratively with colleagues within your team, the business unit and across CSIRO, to reach objectives and (where relevant), establish networks with other teams and professionals in their field. * Generate improved solutions in work situations, trying creative ways to deal with problems and opportunities. * Adhere to the spirit and practice of CSIRO’s Values, Health, Safety and Environment plans and policies, Diversity initiatives and Zero Harm goals. * Other duties as directed. |

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| **Selection Criteria:** |
| *Under CSIRO policy only those who meet all essential criteria can be appointed*  ***Pre-Requisites:***   1. **Education/Qualifications:** A tertiary qualification in a relevant area, such as education or science and/or relevant work experience. 2. **Communication:** The ability to clearly convey information and ideas, adapted to others needs and priorities, and establish effective interpersonal relationships with key internal and external stakeholders. 3. **Behaviours:** A history of professional and respectful behaviours and attitudes in a collaborative environment. 4. **Adaptability:** Demonstrated ability to deal with ambiguity, adapting to changing circumstances and new responsibilities and maintain professionalism and flexibility. 5. **Problem Solving:** Proven ability to investigate underlying issues of complex and ill-defined problems and develop appropriate responses through abstract thinking and using creative solutions.   ***Essential Criteria:***   1. Experience working with or developing education programs or resources in an Aboriginal and Torres Strait Islander context, including experience delivering professional development to teachers. 2. An understanding of the Australian Curriculum, and issues facing school science education for Aboriginal and Torres Strait Islander students. 3. A strong 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 Torres Strait Islander people. 4. Highly-developed interpersonal skills including experience with representation, and proven ability to establish and maintain strong and productive relationships and networks with teachers, stakeholders, colleagues and supervisors. 5. The ability to work effectively in a team environment, proactively collaborating and consulting with internal and external stakeholders, as well as sharing resources to accomplish objectives.   **Desirable Criteria:**   1. Experience in school science education or delivery of online learning.   **CSIRO is a values based organisation. You will need to demonstrate behaviours aligned to our values of:**   * Integrity of Excellent Science * Trust & Respect * Creative Spirit * Delivering on Commitments * Health, Safety & Sustainability   ***Special requirements:***  To be eligible for this position you must hold a driver’s licence and be able to travel interstate and locally as required.  A valid working with children check, or equivalent, will be required for the successful applicant. |

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| **Other Information:** |
| **How to Apply**  Please apply for this position online at <https://jobs.csiro.au/> and enter requisition number **52481**. Internal applicants please apply via ‘Jobs Central’ in SAP (click ‘Recruitment’).  Please load your CV (Maximum 2MB). You may also be required to respond to some screening questions.  If you experience difficulties applying online call 1300 984 220 for assistance. Outside Australian business hours please email: [csiro-careers@csiro.au](mailto:csiro-careers@csiro.au).  **Referees**: Please provide contact details of two previous supervisor or academic/professional referees in your resume/CV. We will ask your permission before making contact.  **Contact:** If after reading the selection documentation you require further information please contact:  Cassandra Diamond via email at: cassandra.diamond@csiro.au or by phone on 07 3833 5783.  Please do not email your application directly to Cassandra Diamond. 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).  We work flexibly at CSIRO, offering a range of options for how, when and where you work. Talk to us about how this role could be flexible for you.  Find out more! [CSIRO Balance](https://www.csiro.au/en/Careers/A-great-place-to-work/Work-life-balance)  **CSIRO Education and Outreach**  For more than 35 years, CSIRO has proudly delivered innovative learning opportunities to schools, teachers and the wider community. Find out more! <https://www.csiro.au/en/Education>. |