# Communication & Information – CSOF5

Role summary for potential applicants

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| Advertised Job Title**:** | Senior Coordinator - Inquiry for Indigenous Science Students |
| Reference Number**:** | 52625 |
| Classification**:** | CSOF5 |
| Salary Range: | AU $95K to AU $103K plus up to 15.4% superannuation |
| Location**:** | Brisbane (Dutton Park), QLD preferred; other locations negotiable |
| Tenure: | Specified Term of 1 years and 7 months |
| Relocation assistance**:** | Will be provided to the successful candidate if required. |
| Applications are open to: | Australian Citizens and Permanent Residents Only |
| Functional Area**:** | Communication and Information |
| % Client Focus - Internal: | 70% |
| % Client Focus - External: | 30% |
| Reports to the: | Manager, Inquiry for Indigenous Science Students, Indigenous STEM Education, CSIRO Education and Outreach |
| Number of Direct Reports: | 7 |

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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 be found at: <http://www.csiro.au/en/Education/Programs/Indigenous-STEM/I2S2>.  In conjunction with the Inquiry for Indigenous Science Students (I2S2) Manager, the primary responsibility of the Senior Coordinator – I2S2 will be the development and delivery of the I2S2 element of the Indigenous Science, Technology, Engineering and Mathematics Project. The role will be responsible for developing, and coordinating the delivery of, teacher professional development in student-centred inquiry-based STEM projects in an Indigenous context in schools. The role will work actively with teachers, schools and communities, as well as managing project officers who will implement I2S2, nurturing and encouraging students’ interest in STEM. |

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| **Duties and Key Result Areas:** |
| * Working collaboratively with the Inquiry for Indigenous Science Students (I2S2) Manager, lead the development and delivery of teacher professional development as well as working with teachers, schools and communities to implement I2S2 on the ground. * Manage coordinators to:   + Deliver 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.   + Work with schools and clusters to develop and implement customised work plans.   + Contribute to reporting on program progress including finances and activities. * Contribute to the CSIRO Indigenous STEM Education project team and the CSIRO Education and Outreach team in a positive and committed manner by assisting others as required by the manager. * Contribute to the broader CSIRO Education and Outreach team. * Support change initiatives in the team. * 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 as an autonomous member or leader of an often regionally dispersed team, taking responsibility for team outcomes and carrying out Communication and Information tasks in support of scientific research. * Work collaboratively with colleagues within your team, the business unit and across CSIRO, to reach objectives, representing CSIRO at external and internal forums and collaborating with specialist external providers, when required. * Set-up and/or maintain effective and efficient work teams, allocate and manage resources, and undertake staff performance management and career development. * Generate improved solutions in work situations, trying creative ways to deal with complex 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 equivalent management/leadership experience. 2. **Communication:** Excellent written and oral communication skills, including the ability to clearly and succinctly convey information and ideas to individuals and groups. 3. **Behaviours:** A history of professional and respectful behaviours and attitudes in a collaborative environment. 4. **Adaptability:** Demonstrated ability to deal with incomplete information, ambiguity, urgency and complexity when developing appropriate responses and strategies. 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. Demonstrated experience working with or reviewing education programs or resources, including experience delivering teacher professional development, an understanding of the Australian Curriculum, and issues facing school science education for Aboriginal and Torres Strait Islander students. 2. High level 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. 3. 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. 4. An ability to work in a solution focussed, innovative and collaborative manner across a range of disciplines and work effectively in a team environment. 5. Experience in managing teams or projects.   **Desirable Criteria:**   1. Experience in school science education.   **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 **52625**. 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 Diamondvia email: Cassandra.diamond@csiro.au or phone: 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>. |