# General Management – CSOF7

Role summary for potential applicants

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| Advertised Job Title**:** | Project Director – NSW STEM Foundation  |
| Reference Number**:** | 52881 |
| Classification**:** | CSOF7 |
| Salary Range: | AU $131K to AU $145K plus up to 15.4% superannuation |
| Location**:** | Sydney NSW |
| Tenure: | Specified Term of 3 years |
| Relocation assistance**:** | Will be provided to the successful candidate if required. |
| Applications are open to: | Australian Citizens and Permanent Residents Only |
| Functional Area**:** | General Management |
| % Client Focus - Internal: | 20% |
| % Client Focus - External: | 80% |
| Reports to the: | Director CSIRO Education and Outreach |
| Number of Direct Reports: | 5 |

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| **Role Overview:** |
| General Management staff in CSIRO Education and Outreach contribute to the effective delivery of STEM education through managing substantial projects including the provision of high-level advice to senior managers and external stakeholders. These are senior roles that facilitate the strategic development of Organisational capability, are responsible for initiating and implementing Organisational change and represent the Business Unit’s or Organisational interests in external forums. The primary responsibility of the role will be to provide leadership and strategic direction for the NSW STEM Foundation including: planning, development and implementation of the project’s strategy to achieve the overarching goal; managing relationships with the critical key external and internal stakeholders, and building and leading a high-performing team of CSIRO staff and subcontractors.  |

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| **Duties and Key Result Areas:** |
| * Responsible for all aspects of the project, including:
	+ Strategic planning, initiation, development and implementation of the program’s goals.
	+ compliance with governance, ethics and internal and external reporting requirements
	+ managing subcontractors
	+ managing finances and budgets.
* Develop strong trusted advisor relationships with internal and external stakeholders to develop, manage and deliver priorities that align with CSIRO Education and Outreach program’s strategy and objectives.
* Build productive relationships with external stakeholders to ensure that the goals of the program are achieved.
* As a member of the CSIRO Education and Outreach (CEdO) Leadership team, provide strategic leadership and advice, engaging with the project team and CEdO to promote a strong and positive team culture.
* Build functional capability by growing and leading a professional team, including responsibility for professional development and individual and team performance through coaching, counselling, feedback and influencing and motivating individuals and teams.
* Communicate effectively and respectfully in the interests of good business practice, collaboration and enhancement of CSIRO’s reputation.
* **Identify and promote opportunities arising as a result of change**, support Business Unit staff, maintain flexibility and readily adapt when faced with external constraints.
* Adhere to, promote and encourage 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:** Knowledge and skills gained through education, typically a degree in conjunction with demonstrated achievement in senior advisory and managerial roles, ideally with postgraduate managerial qualifications.
2. **Communication: Excellent written and oral communication skills, evidenced by superior reporting, presentation and negotiation abilities, and the capacity to identify and influence critical stakeholders to gain support for contentious proposals/ideas.**

***Essential Criteria:***1. Extensive experience in providing high level strategic leadership, encompassing strategic planning and implementation, calculating risk, problem solving and effective resource management.
2. Deep knowledge and experience in the STEM education sector, including in post-formal school education, employment and pathways and experience establishing new education/ training initiatives.
3. Demonstrated leadership in building high performance teams and supporting innovation through continuous improvement.
4. Ability to build and maintain high trust, respected and collaborative working relationships across a wide range of disciplines at all levels of the organisation and with external stakeholders.
5. High level business acumen, supported by relevant tertiary degree and demonstrated experience delivering projects on time and within budget.

Special Requirements:* Current driver’s licence
* Ability to travel both locally and interstate, as required.
* A valid Working with Children Check or equivalent or the ability to gain one and a National Police Check.

**As Australia’s Innovation Catalyst, CSIRO has strategic actions underpinned by behaviours aligned to**:* Excellent science
* Inclusion, trust & respect
* Health, safety & environment
* Delivery 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). Please provide enough information relevant to the selection criteria for this position to enable the assessment panel to determine your suitability, and upload one document containing your CV/resume and cover letter (Maximum 2 MB). You will also be required to respond to some screening questions.  If you experience difficulties applying online call 1300 984 220 and someone will be able to assist you. Outside business hours please email: csiro.careers@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: Mary Mulcahy via email at: mary.mulcahy@csiro.au or by phone on: (02) 62766165.Applications must be submitted through [www.csiro.au/careers](http://www.csiro.au/careers).**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) **About CSIRO Education and Outreach**CSIRO’s education and outreach programs provide authentic learning experiences which1. Increase awareness of the role of science, technology, engineering and mathematics, and CSIRO’s place, in the national innovation system. 2. Contribute to expanding awareness and understanding of CSIRO amongst young Australians.3. Encourage future employees towards careers in CSIRO.**About the NSW STEM Education initiative**The NSW Government, through the NSW Department of Industry, has endowed the Science and Industry Endowment Fund to establish and implement a 10 year, $25M NSW STEM Foundation to fund activities, including research, for the purposes of increasing the number of NSW students trained and employed in STEM sectors in the State.Find out more at [www.csiro.au/education](http://www.csiro.au/education). |