# Communication & Information – CSOF6

Role summary for potential applicants

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| Advertised Job Title**:** | Monitoring & Evaluation Program Manager - Indigenous STEM Education |
| Reference Number**:** | 56463 |
| Classification**:** | CSOF6 |
| Salary Range: | AU $109k to AU $128k plus up to 15.4% superannuation  *\*Note: In the spirit of the CSIRO Balance Initiative we would be prepared to consider two part-time staff.* |
| Location**:** | Negotiable - Brisbane, Canberra, Melbourne, Sydney, Adelaide, Perth and Townsville |
| Tenure: | Specified Term to 31 August 2019 with the possibility of an extension |
| 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: | Project Director - Indigenous Education, Education and Outreach |
| Direct reports: | 2 |

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| **Role Overview:** |
| The primary responsibility of the role will be to oversee the delivery of the monitoring and evaluation element of the Indigenous Science, Technology, Engineering and Mathematics Education Project (www.csiro.au/indigenous-education). The Monitoring and Evaluation Program Manager will be responsible for supervising a team and managing contractors to implement the approved monitoring and evaluation methodology in a timely manner.  The role is part of a national team, and will work closely with the other program leads and across the CSIRO Education and Outreach team to integrate science and mathematics based best-practice and demonstrated outcomes in Indigenous education.  Aboriginal and Torres Strait Islander people are encouraged to apply for this role. |

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| **Duties and Key Result Areas:** |
| * Manage and deliver the monitoring and evaluation element of the project in compliance with the Project Impact Framework, the overarching monitoring and evaluation methodology and ethics and jurisdictional approvals. * Provide advice to the Project Director and Team Leads in a manner that facilitates a continuous improvement practice across the project and enhanced delivery of project outcomes. * Preparation of Project Evaluation Reports and other publication/documentation/communication products of project outcomes to internal and external audiences within agreed timeframes. * Manage a small team and contractors responsible for the implementation of the monitoring and evaluation programme. * Manage resources, finances and budgets for projects within area of responsibility. * Communicate effectively and respectfully with all staff, clients and suppliers in the interests of good business practice, collaboration and enhancement of CSIRO’s reputation. * Generate improved solutions in work situations, trying creative ways to deal with highly 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:***   * **Education/Qualifications:** A tertiary qualification in a relevant area, such as social sciences, education or equivalent experience. * A current driver’s licence and the ability to travel both locally and interstate, as required. * A valid Working with Children Check and a National Police Check, or equivalent, will be required for the successful applicant. * **Behaviours:** A history of professional and respectful behaviours and attitudes in a collaborative environment. * **Adaptability:** Demonstrated ability to deal with incomplete information, ambiguity, urgency and complexity when developing appropriate responses and strategies. * **Problem Solving:** Proven ability to anticipate and manage problems in ambiguous situations, develop appropriate solutions based on thorough evaluation and interpretation, and defend the conclusions with reasoned arguments.   ***Essential Criteria:***   1. Demonstrated experience in planning and conducting complex education and social science program evaluation of multi-faceted Indigenous education programs in urban, regional and remote contexts (including capacity to undertake qualitative and quantitative data analysis and management of sensitive data). 2. Strong leadership and people management skills, in conjunction with sound experience in resource planning ensuring project objectives are met in scope, on time, on budget. 3. A demonstrated knowledge and understanding of Aboriginal and Torres Strait Islander societies, cultures and the issues affecting these cultures in Australian society and the interface between science and technology. 4. A demonstrated ability to engage with, negotiate, and communicate sensitively and effectively with Aboriginal and Torres Strait Islander peoples and other key internal and external stakeholders, including gaining acceptance for research findings and recommendations.   5. Excellent report writing skills which appropriately target project audiences and shows judgement in how sensitive issues are communicated effectively.  **Desirable Criteria:**   1. Demonstrated research publication record and qualifications in Indigenous research methodologies.   **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 |

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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). To apply for this position you will be required to submit your resume and a cover letter of up to two pages expressing your interest in the role and broadly addressing your suitability. 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: [csiro-careers@csiro.au](mailto: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:  Therese Postmavia email: Therese.Postma@csiro.au or phone: 02 6276 6589  Please do not email your application directly to Therese Postma. 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)  **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 about the Indigenous STEM Education Project at [www.csiro.au/indigenous-education](http://www.csiro.au/indigenous-education) and more about CSIRO Education and Outreach at [www.csiro.au/education](http://www.csiro.au/education) |