**Manager - Indigenous Girls STEM Academy**

Role summary for potential applicants

|  |  |
| --- | --- |
| Advertised Job Title**:** | Manager, Indigenous Girls STEM Academy – Identified position |
| Reference Number**:** | 58387 |
| Classification**:** | CSOF6 |
| Salary Range: | AU$111k to AU$130k plus up to 15.4% superannuation |
| Location**:** | Negotiable in capital cities |
| Tenure: | Indefinite |
| Relocation assistance**:** | Will be provided to the successful candidate if required |
| Applications are open to: | Australian/New Zealand Citizens and Australian Permanent Residents Only |
| Functional Area**:** | CSIRO Services-Education and Outreach |
| % Client Focus - Internal: | 20% |
| % Client Focus - External: | 80% |
| Reports to the: | Program Development Manager |
| Number of Direct Reports: | 4 |

|  |
| --- |
| **Role Overview:** |
| **Background:**  The Department of Prime Minister & Cabinet has provided funding for the next ten years to enable CSIRO to establish and operate an Indigenous Girls’ STEM Academy for high achieving female Aboriginal and Torres Strait Islander students. It is expected that the Academy will develop and support a pipeline of Aboriginal and Torres Strait Islander women from secondary school and beyond to increase the number of Aboriginal and Torres Strait Islander women accessing, undertaking and succeeding in STEM education and employment.  CSIRO will be the lead organisation for the Academy and will deliver the school level elements of the program and will partner with CareerTrackers Indigenous Internship Program Limited to deliver the work placement and post school elements of the program. To ensure success, CSIRO will establish critical collaborations with Aboriginal and Torres Strait Islander organisations, industry partners, education providers and others to ensure the program is culturally responsive and will deliver impact for young Aboriginal and Torres Strait Islander women.  The primary responsibilities of this role will be to:   * In conjunction with the CSIRO Education and Outreach (CEdO) Director and Leadership team, provide leadership, management and direction for all aspects of the Academy program. * Manage deliverables/ KPIs including finances for the contract with the Commonwealth Department. * Manage stakeholder relationships including with industry, educational organisations and professional associations. * Co-design program elements and delivery relationships at local levels within Aboriginal and Torres Strait Islander communities. * Lead a high performing team, implement and monitor best practice in program delivery, to enable the effective implementation of Education strategies which align with and promote high quality STEM education programs and where appropriate CSIRO’s science. * Fulfil reporting requirements to the Academy Steering Committee and Advisory Committee.   Aboriginal and Torres Strait Islander people are encouraged to apply for this role. |

|  |
| --- |
| **Duties and Key Result Areas:** |
| * Drive a high performance culture within CSIRO Education and Outreach and in particular the Indigenous Girls’ STEM Academy leading to greater excellence. * Take action to enhance CSIRO’s, and in particular CSIRO Education and Outreach’s, reputation with stakeholders. * Collaborate extensively with colleagues within CSIRO and with external partners to achieve objectives, lead staff and influence internal and external parties to achieve the Academy’s goals. * Establish and lead an effective and efficient work team, manage the budget and take responsibility for developing work plans, allocating and monitoring resources and managing staff performance and career development. * 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. |

|  |
| --- |
| **Selection Criteria:** |
| *Under CSIRO policy only those who meet all essential criteria can be appointed*  ***Pre-Requisites:***   1. **Education/Qualifications:** Tertiary qualifications in science, mathematics, engineering and technology (STEM), STEM Education or equivalent experience. 2. **Licences**: A current driver’s licence and the ability to travel both locally and interstate. 3. **Checks**: A valid Working with Children Check and a National Police Check or the ability to obtain each. 4. **Behaviours:** A history of professional and respectful behaviours and attitudes in a collaborative environment. 5. **Adaptability:** Demonstrated ability to deal with incomplete information, ambiguity, urgency and complexity when developing appropriate responses and strategies. 6. **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 knowledge and understanding of Aboriginal and Torres Strait Islander societies, cultures and issues impacting on STEM education outcomes for Aboriginal and Torres Strait Islander people and a demonstrated ability to communicate effectively and sensitively with Aboriginal and Torres Strait Islander people. 2. Demonstrated experience in developing and managing STEM educational programs aimed at improving outcomes for specific cohorts including Aboriginal and Torres Strait Islander people, young people and women and in the co-development of education or community based programs. 3. Extensive experience managing geographically dispersed teams including demonstrated experience in building a high-performing team, providing coaching and development opportunities resulting in high standards in service delivery as well as technical output. 4. Excellent written and oral communication skills, evidenced by high-level reporting, presentation and negotiation abilities, and the capacity to identify and influence critical stakeholders to gain support for contentious proposals/ideas. 5. Highly developed interpersonal and networking skills including extensive experience with negotiation and representation, proven ability to establish and maintain strong and productive relationships with internal and external stakeholders including working with and partnering with Aboriginal and Torres Strait Islander people and organisations.   ***Desirable Criteria***   1. Understanding of, and experience in, education sector to employment pathways, and in particular transitions between segments of the pathway e.g. primary to secondary, secondary to work or further education and non-traditional pathways (including lifelong learning approaches). 2. An understanding of impact measurement and gender analysis frameworks and the impact on project delivery.   **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.** |

|  |
| --- |
| **Other Information:** |
| Eligibility for identified positions is not confined to Aboriginal and Torres Strait Islander people. Positions are open to all persons, however applicants must be able to meet the essential selection criteria for these positions. An eligible applicant for an identified position is required to have knowledge of the culture and issues affecting Aboriginal and Torres Strait Islander people and is able to communicate effectively and sensitively with Aboriginal and Torres Strait Islander people.  Where a non-Indigenous applicant meets the mandatory selection criteria, they should provide:   * At least one referee who identifies as an Aboriginal and/or Torres Strait Islander person to support their response to essential criterion 1 (above).   **How to Apply**  Please apply for this position online at <https://jobs.csiro.au/> and enter requisition number **58387**. Internal applicants please apply via ‘Jobs Central’ in SAP (click ‘Recruitment’)  Please load your CV and cover letter (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 position details above you require more information please contact:  Mary Mulcahyvia email: [mary.mulcahy@csiro.au](mailto:mary.mulcahy@csiro.au) or phone: +61 2 6276 6165.  Please do not email your application directly to Mary Mulcahy. 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/the-csiro-experience/balance)  **About CSIRO Education and Outreach**  CSIRO Education and Outreach programs provide authentic learning experiences which   1. 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 and 3. Encourage future employees towards careers in CSIRO.   CSIRO Education and Outreach has a team of professional educators across Australia which   * Develops and provides high quality, innovative and authentic STEM education experiences to deliver positive impact for Australia. * Delivers value through engaging and empowering opportunities for educators, industry, government and community. * Works creatively and collaboratively to deliver high quality products and services and provide authentic learning experiences to all Australians. * Raises the awareness of CSIRO and Australian Innovation to drive economic, environmental and social impact for Australia   Find out more at [www.csiro.au/education](http://www.csiro.au/education). |