# Position Description

## Communication & Information – CSOF4

Role summary for potential applicants

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| Advertised Job Title**:** | Project Officer – Generation STEM |
| Job Reference: | 59575 |
| Relocation Assistance**:** | Will be provided to the successful candidate if required. |
| Applications Are Open To: | Australian Citizens Only  Australian/New Zealand Citizens and Australian Permanent Residents Only   * All Candidates |
| Percentage of Client Focus - Internal: | 10% |
| Percentage of Client Focus - External: | 90% |
| Reports to the: | Project Director – Generation STEM |
| Number of Direct Reports: | 0 |
| Name and Contact Details For Applicant Enquiries: | Ms Solange Cunin via email: Solange.cunin@csiro.au |
| Contact Details For Applying: | Call 1300 984 220 or email [careers.online@csiro.au](mailto:careers.online@csiro.au). |
| How to Apply: | Please apply online at [jobs.csiro.au](https://jobs.csiro.au/) and enter the requisition number**.** Internal applicants please apply via ‘Jobs Central’ through the ‘People Hub’ icon |

## Role Overview:

The Project Officer role will be part of the new NSW focused Generation STEM program team. Generation STEM is a $25 million ten-year initiative which works with industry, government and education sectors to support, train and retain students in STEM (Science, Technology, Engineering or Mathematics) career pathways.

This position will have an immediate focus on delivering and growing the Western Sydney component of the program and will be responsible for training and supporting teachers as well as increasing the number of school and industry participants in the program. The role will involve the development, facilitation and delivery of a range of workshops, including teacher professional development, and events to promote and support industry professionals, teachers and organisations involved in the program.

The Project Officer will also recruit and liaise with partner organisations and support their participation in the program. This will include identifying opportunities for STEM employees of these organisations to work with schools through partnering with a teacher to act as a STEM mentor.

## Duties and Key Result Areas:

* Deliver Generation STEM’s activities in close collaboration with internal and external program teams.
* Proactively engage with relevant schools and industry, government and research organisations and enable them to join the program.
* Build strong relationships with participating schools and organisations and provide them with the support they need to participate effectively.
* Create and support partnerships between teachers and industry professionals.
* Develop and implement face to face and virtual training workshops including teacher professional development on inquiry based learning.
* In collaboration with internal and external stakeholders, develop and coordinate industry based school activities including showcase events, site visits and digital master classes.
* Lead the development and implementation of additional learning materials and resources for the program, including updates to web content and training materials.
* Contribute to the collection of monitoring and evaluation data, management of budgets and reporting as required.
* Develop procedures and practices where there is a range of possible alternatives and methods of approach and judgement is required to select the most suitable option.
* Communicate openly, 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 part of a multi-disciplinary, regionally dispersed team, and business unit to carry out tasks in support of CSIRO scientific objectives.
* Adhere to the spirit and practice of CSIRO’s Code of Conduct, Health, Safety and Environment plans and policies, Diversity initiatives and Zero Harm goals.
* Other duties as directed.

## CSIRO Competencies:

1. **Teamwork and Collaboration: Cooperates with others to achieve organisational objectives and may share team resources in order to do this. Collaborates with other teams as well as industry colleagues.**
2. **Influence and Communication: Uses knowledge of other party's priorities and adapts presentations or discussions to appeal to the interests and level of the audience. Anticipates and prepares for others reactions.**
3. **Resource Management/Leadership: Allocates activities, directs tasks and manages resources to meet objectives. Provides coaching and on the job training, recognises and supports staff achievements and fosters open communication in the team.**
4. **Judgement and Problem Solving:** Investigates underlying issues of complex and ill-defined problems and develops appropriate response by adapting/creating and testing alternative solutions.
5. **Independence: Recognise and makes immediate changes to improve performance (faster, better, lower cost, more efficiently, better quality, improved client satisfaction).**
6. **Adaptability:** Copes with ambiguity or situations that lack clarity. Adapts readily to changing circumstances and new responsibilities (which may include activities outside own preferences) in the interests of achieving team objectives. Recognises the need for and undertakes personal development as a result of changes.

## Selection Criteria:

*Under CSIRO policy only those who meet all selection criteria can be appointed*

1. A relevant qualification coupled with experience delivering STEM content in secondary school and / or experience in the school VET sector.
2. Demonstrated experience with the development and facilitation of training for teachers, especially inquiry based learning, coupled with an understanding of how to align the training to the Australian Curriculum.
3. Good oral and written communication skills for a range of audiences and in a variety of formats, including with individuals and groups.
4. Strong stakeholder engagement experience and analytic skills to identify mutual alignment of interests across multiple stakeholders, with the ability to effectively communicate the program benefits.
5. Demonstrated capacity for initiative and self-motivation, as well as flexibility, and a proven ability to work independently.
6. Demonstrated high level problem solving and judgment skills, including the ability to anticipate, identify and manage risks and to develop evidenced-based appropriate solutions.

## Desirable Criteria:

1. Demonstrated understanding of issues facing schools in relation to STEM education and industry participation.
2. Knowledge and experience working in multicultural and low socioeconomic communities.

## Special Requirements:

The successful applicant will need:

* A current full Australian Driver's Licence.
* A valid Working with Children Check (or equivalent) or the willingness and ability to gain one.
* To consent to a National Police Check.
* To be able to travel locally.

## About CSIRO:

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