# Position Description

## Communication & Information – CSOF3

Role summary for potential applicants

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| Advertised Job Title**:** | Education Officer – BHPFSEA Alumni |
| Job Reference: | 59713 |
| 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: | 40% |
| Percentage of Client Focus - External: | 60% |
| Reports to the: | Awards Manager - CREST, BHP Foundation Science and Engineering Awards |
| Number of Direct Reports: | 0 |
| Name and Contact Details For Applicant Enquiries: | Michael Page – via email michael.page@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:

Education Officers work as a part of a multi-skilled team to develop, support and deliver education experiences for schools and the general community, with the aim of promoting CSIRO science and developing science, technology, engineering and mathematics (STEM) pathways for young scientists and engineers of the future.

The Education Officer - BHPFSEA Alumniwill also be responsible for coordinating and supporting the BHP Foundation Science and Engineering Awards (BHPFSEA) Alumni network.

This position will contribute to engaging young Australians and the wider community in activities that showcase CSIRO's research.

This position will be offered as a part time role completing 3 days per week. Hours and days will be negotiated with the successful applicant.

## Duties and Key Result Areas:

* Coordinate the BHPFSEA Alumni network:
* Maintain and update the content for the alumni section of BHPFSEA website including the social media pages – Facebook, Twitter, LinkedIn.
* Recruit members to the BHPF Awards Alumni network.
* Prepare detailed Alumni profiles, stories/case studies
* Organise state based events for Alumni members.
* Source Alumni members to undertake volunteer roles to support Awards activities.
* Develop and deliver Education and Outreach programs, including in an online environment.
* Participate in regular team meetings.
* Work collaboratively with colleagues within your team, the business unit and across CSIRO, to reach objectives and (where relevant) collaborate with external bodies and the general public
* Generate improved solutions in work situations, trying creative ways to deal with problems and opportunities.
* Respond courteously and efficiently to routine enquiries, often requiring direct liaison with clients, maintaining clear communication in keeping clients informed about progress, and monitoring their satisfaction (giving updates on progression).
* Effectively communicate and disseminate information to bodies external to the Organisation including the general public.
* Work proactively as part of an often regionally dispersed team, to carry out a range of Education and Outreach program tasks under the general direction of senior staff.
* 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, often 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: Demonstrates initiative, actively contributing as a team member. Supports team decisions and keeps other team members up to date about individual actions. Shares all relevant and useful information. Pitches in and helps other team members when necessary.**
2. **Influence and Communication: Communicates basic facts in a courteous manner including posing appropriate questions to gain factual information.**
3. **Resource Management/Leadership: Provides instruction and assists other staff to complete allocated tasks and activities.**
4. **Judgement and Problem Solving:** Identifies and considers the implications of a range of available alternatives in order to select the most appropriate response to problems of a familiar or recurring nature.
5. **Independence: Recognises and makes immediate changes to improve performance (faster, better, lower cost, more efficiently, better quality, improved client satisfaction).**
6. **Adaptability:** Willingness to change ideas or perceptions based on new information, contrary evidence or other people’s points of view. Prepared to try out different approaches.

## Selection Criteria:

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

1. Demonstrated experience delivering or developing education programs or resources, including broad experience working with teachers or scientists, and an understanding of the Australian Curriculum and issues facing school science education.
2. Demonstrated organisational and time management skills.
3. Good 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. Demonstrated capacity for initiative and self-motivation, as well as flexibility, and a high ability to work independently.
5. Excellent written and oral communication skills in a variety of formats including digital delivery for a range of audiences.

## Desirable Criteria:

1. Good understanding of the diversity of science undertaken at CSIRO and its place in the national research agenda.

## 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 and interstate as required.

## About CSIRO:

We imagine. We collaborate. We innovate. To find out more visit us [online](http://www.csiro.au/)!

Find out more about the CSIRO [Education](https://www.csiro.au/en/Education) and Outreach