# Position Description

*Education Specialist*

## Communication & Information – CSOF4

Role summary for potential applicants

|  |  |
| --- | --- |
| Advertised Job Title**:** | Education Specialist |
| Job Reference: | 60287 |
| Relocation Assistance**:** | Will be provided to the successful candidate if required. |
| Applications Are Open To: | Australian/New Zealand Citizens and Australian Permanent Residents Only  *For Specified Term positions, we will accept applications from Temporary Residents with working rights for the length of the term, who do not require sponsorship.* |
| Percentage of Client Focus - Internal: | 50% |
| Percentage of Client Focus - External: | 50% |
| Reports to the: | Manager - Digital Careers |
| Number of Direct Reports: | 0 |
| Name and Contact Details For Applicant Enquiries: | Allira Crowe - Allira.Crowe@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 role of Communication and Information staff in CSIRO is to support the delivery of science/research through the provision of effective communication and management of information, and the editorial or industry liaison service, either within or outside CSIRO, to enhance CSIRO's public image and promote its capabilities. The role may involve the storage, retrieval and protection of information. Communication and Information staff typically interact with industry groups, other government agencies, professional groups, media and the general public.

The Education Specialist will work within the Digital Careers team developing and implementing content and resources to support the delivery of the Digital Careers program into primary and secondary schools. This includes the development of materials to support the delivery of the Technologies Curriculum, Digital Careers activities including (but not limited to) the Australian Bebras Computational Thinking Challenge and national ICT competitions such as Young ICT Explorers, as well as other CSIRO Education and Outreach programs. This role will also be responsible for the delivery of professional learning workshops to teachers.

The Education Specialist will also organise the promotion and delivery of workshops to Industry STEM professionals to increase their knowledge and how they relate to the Australian Curriculum focussing on the Technologies learning areas. The Education Specialist will work with the Digital Careers Manager to encourage Australian universities to incorporate Digital Careers activities as part of their pre service teachers’ assessment.

The role is part of a national team, and will work closely with the other program and project teams to develop and implement education programs based on best-practice and demonstrated outcomes in STEM education. This role will involve travel to local and regional locations.

## Duties and Key Result Areas:

* Implement the Digital Careers program including achievement of the target number of school registrations in activities for the program.
* Develop and produce curriculum materials to support activities within the Digital Careers program
* Develop and run workshops to STEM professionals around Digital Careers activities and how they relate to the Australian curriculum focussing on the Technologies learning areas
* Undertake the delivery of quality teacher professional learning workshops providing advice to principals, teachers and industry STEM professionals
* Work with Australian universities to incorporate Digital Careers activities as part of their pre service teachers’ assessment.
* Undertake the delivery of Digital Careers workshops at teacher conferences.
* Generate improved solutions in work situations, trying creative ways to deal with problems and opportunities.
* 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 research 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. Relevant bachelor’s degree or work experience in Education.
2. Demonstrated experience producing education resource materials, delivered through an understanding of the Digital Technologies Australian Curriculum and current issues facing school science and technologies education.
3. Good understanding of open ended investigations/technology work and inquiry based learning and how they are taught in Australian schools.
4. High level written and oral communication skills in a variety of formats and for a range of audiences, including individuals and groups.
5. Highly-developed interpersonal skills including experience with negotiation and representation, and proven ability to establish and maintain strong and productive relationships and networks with colleagues, leaders and key stakeholders both internal and external.
6. The ability to work effectively in a team environment, proactively collaborating and consulting with internal and external stakeholders, as well as sharing resources to accomplish objectives.
7. Demonstrated ability and willingness to find workable solutions to complex problems and resolve complaints using creativity, reasoning and past experience.

## Desirable Criteria:

1. Experience in school science education and/or delivery of online learning.
2. An understanding of the ICT Industry
3. Adult facilitation experience

## Special Requirements:

Appointment to this role is subject to conditions including:

* A current driver’s licence and the ability to travel locally and interstate.
* A valid Working with Children Check or equivalent or the willingness and ability to gain one.
* A valid National Police Certificate or the willingness and ability to gain one.

## 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 and Outreach](http://www.csiro.au/education)