# Position Description

*Education Engagement Manager*

## Communication & Information – CSOF5

Role summary for potential applicants

|  |  |
| --- | --- |
| Advertised Job Title**:** | Education Engagement Manager |
| Job Reference: | 60327 |
| Relocation Assistance**:** | Will be provided to the successful candidate if required. |
| Applications Are Open To: | Australian/New Zealand Citizens and Australian Permanent Residents Only |
| Percentage of Client Focus - Internal: | 20% |
| Percentage of Client Focus - External: | 80% |
| Reports to the: | STEM Professionals in Schools Program Manager |
| Number of Direct Reports: | 0 |
| Name and Contact Details For Applicant Enquiries: | Kim Hetherington - Kim.Hetherington@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 Education Engagement Manager is part of a national team, implementing the highly successful STEM Professionals in Schools program. Through creating and supporting partnerships between teachers, scientists, ICT professionals, engineers and mathematicians, this exciting initiative brings real-life science, ICT, engineering and mathematics into primary and secondary school classrooms, engaging teachers and students with contemporary research, applications and careers.

Working as part of a collaborative team, the role will contribute to the leadership and growth of the program with particular focus on increasing external engagement and participation in the program. The Education Engagement Manager will engage with and build ongoing relationships with departments of education, education organisations and associations, primary and secondary schools, teachers, and universities to increase participation, promote the success of their partnerships, increase longevity and sustainability of partnerships, and provide support for the regional project team.

## Duties and Key Result Areas:

* Identify and progress opportunities for the program to engage and build relationships with universities, schools, education organisations and professional associations to achieve outcomes of benefit to CSIRO Education and our partners.
* Take the lead in identifying solutions to encourage participation within the education sector nationally and support these partnerships to promote their success and longevity.
* Contribute in a collegiate manner to strategic planning with the program and wider CSIRO Education and Outreach team to ensure opportunities for partnerships and engagements are able to develop and prosper.
* Take the lead in managing the development of contractual arrangements between CSIRO, and parties, as required.
* Contribute to research and evaluation processes for STEM Partnerships in Schools projects/initiatives.
* Establish and maintain effective ongoing relationships and networks with key stakeholders, education organisations and professional associations, including promotion of the program and increasing growth in participation.
* 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:** Sets up and maintains effective and efficient work teams and manages performance and resources, to achieve objectives. Chooses appropriate management strategies and communication styles to maintain high levels of motivation and productivity. Gives feedback for development purposes and provides support and direction for improvement.
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:** Plans, sets and works to meet challenging standards and goals for self and/or others. Recognises where endeavours will make the most impact or difference, decides on desired outcome and sets realistic goals to reach this target.
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. Strong stakeholder engagement experience and analytical skills to identify a mutual alignment of interests across multiple stakeholders, with the ability to effectively communicate with the education sector about the program benefits
2. Highly developed interpersonal skills including experience with negotiation and representation, and proven ability to establish and maintain strong and productive relationships and networks to achieve outcomes working collaboratively with a broad range of stakeholders
3. Demonstrated skills in the management of multiple and diverse clients and stakeholders, including the ability to deal with incomplete information, ambiguity, urgency and complexity when developing appropriate responses and strategies
4. Proven ability to work with and influence critical stakeholders, along with well-developed communication and negotiation skills specific for managing engagement with the education sector
5. High level problem solving skills, including the ability to anticipate, identify and manage risks and to develop appropriate evidenced-based solutions.

## Desirable Criteria:

1. Demonstrated understanding of the Australian Curriculum, including a high level understanding of issues facing the school and tertiary sector in relation to STEM education.

## 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 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)