# Position Description

## Communication & Information – CSOF5

Role summary for potential applicants

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| Advertised Job Title**:** | STEM Professionals in Schools Industry Engagement Manager |
| Job Reference: | 61825 |
| Relocation Assistance**:** | Will be provided to the successful candidate if required. |
| Applications Are Open To: | [ ]  Australian Citizens Only[x]  Australian/New Zealand Citizens and Australian Permanent Residents Only* [ ]  All Candidates
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| 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: | Derek Williamson, via email derek.williamson@csiro.au |
| Contact Details For Applying: | Call 1300 984 220 or email 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 Industry Engagement Manager is part of a national team, implementing the highly successful STEM Professionals in Schools program. Through creating and supporting partnerships between schools and industry, 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 Industry Engagement Manager will contribute to the leadership and growth of the program with a particular focus on increasing business and industry engagement and participation in the program. The role will engage build and maintain ongoing relationships with external organisations 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 STEM Professionals in Schools program to engage and build relationships with industry including research organisations and corporate groups to achieve outcomes of benefit to CSIRO Education and Outreach (CEdO) and our partners.
* Take the lead in identifying solutions to encourage industry participation and support these partnerships to promote their success and longevity.
* Contribute in a collegiate manner to strategic planning and reporting of the program, providing contemporary advice to managers and wider CEdO team to ensure opportunities for partnerships and engagements are developed 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 and professional associations, including promotion of the program and increasing growth in participation.
* Establish and maintain effective and efficient teams and manages resources to ensure sustainable growth of the program partnerships.
* 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.
* Support regionally dispersed team members and work collaboratively as part of a multi-disciplinary work 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.

## Essential Criteria:

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

1. Relevant tertiary qualifications in a STEM discipline or demonstrated equivalent experience.
2. Strong industry stakeholder engagement experience and analytical skills to identify mutual alignment of interests across multiple stakeholders.
3. Excellent written and verbal communication skills coupled with the ability to effectively advise stakeholders of the benefits of the program for their employees and the wider organisation.
4. Highly developed interpersonal and collaboration skills including the ability to guide, influence and develop relationships and networks with a broad range of stakeholders.
5. Demonstrated ability to deal with incomplete information, ambiguity, urgency and complexity when developing appropriate responses and strategies.
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 experience negotiating and facilitating industry participation in 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.
* To consent to a National Police Check if your application is successful. You will need to obtain this prior to commencing the role.

## 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)