# Position Details

## Administrative Services – CSOF6

The following information is for applicants

|  |  |
| --- | --- |
| Advertised Job Title**:** | Program Manager – Indigenous STEM Education |
| Job Reference: | 62396 |
| 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: | 50% |
| Percentage of Client Focus - External: | 50% |
| Reports to the: | Director CSIRO Education and Outreach |
| Number of Direct Reports: | 5 |
| Name and Contact Details For Applicant Enquiries: | If after reading the selection documentation you require further information please contact: Mary Mulcahy via email at: [mary.mulcahy@csiro.au](mailto:mary.mulcahy@csiro.au) or by phone on: (02) 62766165  Please do not email your application directly to Mary Mulcahy. Applications received via this method will not be considered |
| 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’ in SAP (click ‘Recruitment’) |

## Role Overview:

CSIRO Education and Outreach (CEdO) has a number of high-profile Indigenous STEM Education programs. These programs aim to attract, support and train Aboriginal and Torres Strait Islander students into STEM career paths.

The primary responsibility of the role will be to provide leadership for several large Indigenous STEM education projects including implementation of strategies to achieve the overarching goals and manage relationships with critical key external and internal stakeholders – including overseeing reporting the outcomes and outputs to funders.

The Program Manager for Indigenous STEM Education will have significant independence of action, influence the strategic and operational decisions for the Indigenous STEM Education programs and aligning the programs with broader CEdO goals.

The Program Manager will lead staff and influence internal and external parties to achieve the goals of the Indigenous STEM education programs including promote them in external forums; negotiate budgets and working with CEdO leadership and the Business Development team to secure external funding to ensure the sustainability of the initiatives.

## Duties and Key Result Areas:

* Leading a team of professionals to deliver on programs and ensuring timely and appropriate:
  + implementation of program goals.
  + compliance with governance, ethics and internal and external reporting requirements
  + reporting on the project to the funders
  + managing finances and budgets.
* Maintain a strong, trusted advisor relationships with internal and external stakeholders.
* Working with CEdO leadership and the Business Development team to develop sustainability of the initiatives.
* As a member of the CSIRO Education and Outreach (CEdO) Leadership team, provide strategic leadership and advice, engaging with the project teams and CEdO to promote a strong and positive team culture.
* Maintain functional capability of professional teams, including responsibility for individual and team performance through coaching, counselling and feedback.
* Communicate effectively and respectfully in the interests of good business practice, collaboration and enhancement of CSIRO’s reputation.
* Adhere to, promote and encourage the spirit and practice of CSIRO’s Values, Health, Safety and Environment plans and policies, Diversity initiatives, and Zero Harm goals.
* Other duties as directed.

## 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:** Identifies critical stakeholders and influences them via an influential third party, for example through an established network, to gain support for sometimes contentious, proposals/ideas
3. **Resource Management/Leadership:** Provides leadership that fosters an environment that encourages new ideas and provides support for the development of emerging skills. Creates trust by displaying consistency, understanding, integrity and patience. Plans, seeks, allocates and monitors resources to achieve outcomes.
4. **Judgement and Problem Solving:** Anticipates and manages problems in ambiguous situations. Develops and selects an appropriate course of action and provides for contingencies. Evaluates, interprets and integrates complex bodies of information and draws logical conclusions, synthesises proposals and defends options with reasoned arguments.
5. **Independence:** Assesses the risk and opportunity of identified strategies, options and actions. Overcomes problems and setbacks in achieving goals. Invariably includes consideration of value-added future impact on bottom line when determining the optimal and efficient use of resources.
6. **Adaptability:**Demonstrates flexibility in thinking and adapts to and manages the increasing rate of organisational change by adjusting strategies, goals and priorities.

## Essential Criteria:

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

1. Knowledge and skills gained through education, typically a degree in conjunction with demonstrated achievement in senior advisory and managerial roles
2. **Excellent written and oral communication skills, evidenced by superior reporting, presentation and negotiation abilities, and the capacity to identify and influence critical stakeholders to gain support for contentious proposals/ideas.**
3. **Extensive experience in providing high level strategic leadership, encompassing strategic planning and implementation, calculating risk, problem solving and effective resource management.**
4. **A strong demonstrated knowledge and understanding of Aboriginal and Torres Strait Islander societies, cultures and the issues affecting these cultures in Australian society as well as a demonstrated ability to communicate sensitively and effectively with Aboriginal and Torres Strait Islander people.**
5. **Deep knowledge and experience in the STEM education sector, including in post-formal school education, employment and pathways and experience establishing new education/ training initiatives.**
6. **Demonstrated leadership in building high performance teams and supporting innovation through continuous improvement.**
7. **High level business acumen supported by relevant tertiary degree and demonstrated experience delivering projects on time and within budget.**

## Desirable Criteria:

1. Experience supporting young Aboriginal and Torres Strait Islander people in educational settings

## Special Requirements:

* Current driver’s licence
* Ability to travel both locally and interstate, as required.
* A valid Working with Children Check and National Police Check, or equivalent or the ability to gain both.
* This position is identified – applicants will be required to provide a Cultural Referee as part of their application. The cultural referee will be asked to support your application in relation to your ability to work with Aboriginal people and Torres Strait Islander people.

## About CSIRO:

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

Find out more about CSIRO [Education](https://www.csiro.au/education)