# Position Details

## Administrative Services – CSOF6

The following information is for applicants

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| Advertised Job Title**:** | Program Manager – Generation STEM |
| Job Reference: | 62399 |
| 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: | 20% |
| Percentage of Client Focus - External: | 80% |
| Reports to the: | Program Development Manager |
| 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:

Generation STEM is a ten-year initiative in NSW that is funded by a $25 Million endowment to the Science and Industry Endowment Fund (SIEF). The critical aims of the program are to increase attraction, support, retention and training of NSW students into STEM career paths. In 2018 CSIRO Education and Outreach (CEdO) team, was given responsibility for the management and delivery of this initiative.

The primary responsibility of the role will be to provide leadership for the Generation STEM program in NSW. This includes: planning, development and implementation of the program’s strategy to achieve the overarching goals; managing the relationships with the critical key external and internal stakeholders and building and leading a high-performing team of CSIRO staff and subcontractors.

The program manager of Generation STEM will have significant independence of action, influence the Generation STEM strategic and operational decisions and aligning the goals of Generation STEM with broader CEdO goals.

The program manager will lead staff and influence other internal and external parties to achieve the Generation STEM goals and promote the Generation STEM and CEdO in external forums and negotiate budgets and secure external funding to ensure the sustainability of the initiative.

**Duties and Key Result Areas:**

* Responsible for all aspects of the project, including:
  + Strategic planning, initiation, development and delivery of the program’s goals.
  + compliance with governance, ethics and internal and external reporting requirements
  + managing subcontractors
  + managing finances and budgets.
* Develop strong trusted advisor relationships with internal and external stakeholders to develop, manage and deliver priorities that align with CSIRO Education and Outreach program’s strategy and objectives.
* Build functional capability by growing and leading a professional team, including responsibility for professional development and individual and team performance through coaching, counselling, feedback and influencing and motivating individuals and teams.
* Engaging with the project team and CEdO to promote a strong and positive team culture.
* Communicate effectively and respectfully in the interests of good business practice, collaboration and enhancement of CSIRO’s reputation.
* **Identify and promote opportunities arising as a result of change**, support Business Unit staff, maintain flexibility and readily adapt when faced with external constraints.
* 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 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 strategic leadership, encompassing strategic planning and implementation, calculating risk, problem solving and effective resource management.
4. 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.
5. Demonstrated leadership in building high performance teams and supporting innovation through continuous improvement.
6. Ability to build and maintain high trust, respected and collaborative working relationships across a wide range of disciplines at all levels of the organisation and with external stakeholders.
7. High level business acumen supported by relevant tertiary degree and demonstrated experience delivering projects on time and within budget.

## Special Requirements:

* Current driver’s licence
* Ability to travel both locally and interstate, as required.
* A valid Working with Children Check and a National Police Check, or equivalent or the ability to gain both.

## About CSIRO:

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