# Position Details

## Communication & Information- CSOF5

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| The following information is for applicants | |
| Advertised Job Title | Scientific Writing Training Facilitator |
| Job Reference | 63154 |
| Tenure | Specified Term of 2 years  Part-time (3 days/week) |
| Salary Range | AU$98k to AU$114k pa (pro-rata for part-time) + up to 15.4% superannuation |
| Location(s) | Clayton, VIC |
| Relocation Assistance | Will be provided to the successful candidate if required |
| Applications are open to | Australian/New Zealand Citizens and Australian Permanent  Residents Only |
| Position reports to the | Scientific Writing Workshops Manager |
| Client Focus – Internal | 50% |
| Client Focus – External | 50% |
| Number of Direct Reports | 0 |
| Enquire about this job | Camilla Myers via email [camilla.myers@csiro.au](mailto:camilla.myers@csiro.au) |
| How to apply | Apply online at <https://jobs.csiro.au/>  Internal applicants please apply via **Jobs Central**  If you experience difficulties when applying, please email [careers.online@csiro.au](mailto:careers.online@csiro.au) or call 1300 984 220. |

### Role Overview

CSIRO Publishing is an independent science and technology publisher of books, journals and magazines with a strong emphasis on digital publishing. It is owned by and operates within CSIRO on a commercial basis with its viability dependent on the capacity to generate revenue and sufficient return on investment.

The Scientific Writing Workshops are designed to motivate and equip early career researchers and others working in science, social science, health and engineering to communicate their research clearly and effectively. The training facilitator works with CSIRO and a variety of other clients, including universities, state and federal government departments, research agencies, and commercial organisations, to deliver writing workshops specifically designed to meet the needs of their researchers.

The Scientific Writing Training Facilitator will enable CSIRO Publishing to expand and further develop the program of scientific writing workshops. The person will have a deep understanding of the needs of research scientists and engineers and the writing and language skills they must use to succeed in their careers. The Scientific Writing Training Facilitator will deliver training in scientific writing, analyse and respond to evaluation data, contribute to the development of new courses and coordinate promotion with our marketing department.

### Duties and Key Result Areas:

* Prepare, facilitate and program-manage scientific writing workshops that consistently deliver to the requirements of CSIRO’s learning curriculum and to the needs of our clients and stakeholders.
* Deliver training in a supportive and inclusive adult learning environment.
* Write detailed facilitator guides and learning resources for existing and new courses.
* Liaise with clients to determine their needs, tailoring solutions to potentially conflicting requirements, taking personal responsibility for client satisfaction, and correcting problems promptly and in a constructive manner.
* Design and run post-course evaluation processes, analyse results and recommend improvements.
* Collaborate with key partners and/or stakeholders and represent CSIRO externally to provide professional and strategic advice on the development of the scientific writing programs, including ideas for new courses, and have a measurable impact on the Business Unit’s activities.
* Recognise the need for change and initiate and implement effective and innovative solutions.
* Work collaboratively and proactively to coordinate new marketing/promotional activities that engage new clients and generate new business.
* 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, while managing access to commercially sensitive information of CSIRO and/or research or commercial partners.
* Work collaboratively as part of a multi-disciplinary, often regionally dispersed 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.

## **Required Competencies:**

* **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.
* **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.
* **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.
* **Judgement and Problem Solving:** Investigates underlying issues of complex and ill-defined problems and develops appropriate response by adapting/creating and testing alternative solutions.
* **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.
* **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**

#### Essential

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

1. Postgraduate degree or equivalent relevant work experience in science, engineering, medical, or social science research
2. Scientific journal publication record demonstrating excellent writing skills and evidence of successful funding applications
3. Proven facilitation skills
4. Experience in developing and delivering professional adult education
5. In-depth understanding of English language and grammar
6. Outstanding communication skills and ability to listen and communicate effectively in visual, oral and written form to meet learning principles for adult learners

## **Desirable:**

1. Experience of digital/eLearning design
2. Experience in collaborative development of learning resources
3. Knowledge and understanding of adult learning theory and instructional design principles
4. Experience of English language teaching to adults
5. Experience of learning design and/or delivery for cross-cultural audiences
6. An interest in and aptitude for marketing and promotion

Special Requirements

Appointment to this role may be subject to conditions including provision of a national police check as well as other security/medical/character clearance requirements.

* The successful candidate will be asked to obtain and provide evidence of a National Police Check or equivalent. Please note that people with criminal records are not automatically deemed ineligible. Each application will be considered on its merits.
* The successful applicant will be required to travel regularly within Australia and overseas.

## **About CSIRO:**

We solve the greatest challenges through innovative science and technology. To find out more visit us [online](http://www.csiro.au/)!

**CSIRO Publishing** operates as an independent science and technology publisher with a global reputation for quality products and services. Our internationally recognised publishing program covers a wide range of scientific disciplines, including agriculture, plant and animal sciences, chemistry, health and the environment. Find out more about CSIRO Publishing’s [Scientific Writing Workshops](http://www.publish.csiro.au/workshops).