# Position Description

## Communication & Information – CSOF3

Role summary for potential applicants

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| Advertised Job Title**:** | STEM Professionals in Schools Project Officer (Victoria) |
| Job Reference: | 60906 |
| 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: | 25% |
| Percentage of Client Focus - External: | 75% |
| Reports to the: | Senior Project Officer, STEM Professionals in Schools |
| Number of Direct Reports: | 0 |
| Name and Contact Details For Applicant Enquiries: | Kate Maiden – kate.maiden@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 STEM Professionals in Schools Project Officer is part of a national team, implementing the successful STEM Professionals in Schools program. This program creates and supports partnerships between volunteer teachers and STEM (science, technology, engineering and maths) professionals, an initiative which brings real-life STEM practice into primary and secondary classrooms around Australia. More information is available at [www.csiro.au/STEM-Professionals-in-Schools](http://www.csiro.au/STEM-Professionals-in-Schools)

Project Officers assess and manage applications to the program and then create and support partnerships between teachers and STEM professionals in an allocated region. In supporting partnerships, you will provide advice to promote their success and longevity, primarily by direct telephone and email contact, but also through external engagement, such as information sessions, networking events, workshops and webinars.

## Duties and Key Result Areas:

* Assess and manage applications to the STEM Professionals in Schools program.
* Create partnerships between teachers and STEM professionals.
* Initiate and maintain contact with program participants.
* Provide advice and support for partnerships, including responding to requests for assistance.
* Organise and run events such as networking events and webinars.
* Deliver presentations at events such as information sessions.
* Assist with the development of program resources such as webinar content, presentations, and other support materials as required.
* Assist with the development and maintenance of relevant networks with local STEM and education organisations.
* Assist with the planning, development, and implementation of activities which align with the program strategy.
* 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, regionally dispersed team and business unit to carry out tasks in support of CSIRO Strategy.
* 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: Demonstrates initiative, actively contributing as a team member. Supports team decisions and keeps other team members up to date about individual actions. Shares all relevant and useful information. Pitches in and helps other team members when necessary.**
2. **Influence and Communication: Communicates basic facts in a courteous manner including posing appropriate questions to gain factual information.**
3. **Resource Management: Provides instruction and assists other staff to complete allocated tasks and activities.**
4. **Judgement and Problem Solving:** Identifies and considers the implications of a range of available alternatives in order to select the most appropriate response to problems of a familiar or recurring nature.
5. **Independence: Recognises and suggests changes to improve performance (faster, better, lower cost, more efficiently, better quality, improved client satisfaction).**
6. **Adaptability:** Willingness to change ideas or perceptions based on new information, contrary evidence or other people’s points of view. Prepared to try out different approaches.

## Selection Criteria:

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

1. A tertiary qualification in a STEM field, Education (primary and/or secondary), and/or equivalent, relevant experience.
2. Broad experience working with STEM professionals and teachers and an understanding of the current issues facing school science, mathematics and ICT education.
3. Excellent oral and written communication skills for a range of audiences and in a variety of formats, including with individuals and groups.
4. Demonstrated interpersonal skills including experience with negotiation and representation.
5. Strong organisational and time management skills and excellent administration skills, including extensive experience with the Microsoft Office suite.
6. Demonstrated capacity to work independently and as a member of a team, and demonstrated capacity for initiative and self-motivation.

## Desirable Criteria:

1. Experience in teaching science and/or mathematics at Primary or Secondary level.
2. An understanding of the Australian Curriculum for Science and/or Mathematics and/or Digital Technologies.
3. Experience in using the Microsoft Dynamics CRM or similar.

## Special Requirements:

Appointment to this role is subject to conditions including security/national police clearance requirements, ability to maintain a valid Working with Children Check (or equivalent), a current driver’s licence and the ability to travel both locally and interstate.

## About CSIRO:

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