# Position Description

## Communication & Information – CSOF4

Role summary for potential applicants

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| Advertised Job Title**:** | Academic Coordinator (3 positions) |
| Job Reference: | 61506 |
| 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: | 20% |
| Percentage of Client Focus - External: | 80% |
| Reports to the: | Manager – Indigenous Girls’ STEM Academy |
| Number of Direct Reports: | 0 |
| Name and Contact Details For Applicant Enquiries: | Cassandra Diamond – [Cassandra.diamond@csiro.au](mailto:Cassandra.diamond@csiro.au)  *Please do not email your application directly to Cassandra Diamond. 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’ through the ‘People Hub’ icon |

## Role Overview:

CSIRO, in collaboration with CareerTrackers Indigenous Internship Program Limited, have been provided funds to design and deliver a national 10-year Indigenous Girls’ STEM Academy for high achieving Aboriginal and Torres Strait Islander female and female-identifying students from year 8 through higher education and to graduate employment. The Academy is an investment in a generation of Aboriginal and Torres Strait Islander female leaders, role models and game changers in science, technology, engineering and mathematics (STEM) fields.

The Academic Coordinator provides guidance, assistance and support to female and female-identifying students participating in the Indigenous Girls’ STEM Academy using a case management approach. The Coordinator will be expected to build and maintain strong and respectful relationships with Aboriginal and Torres Strait Islander communities, families and other stakeholders.

Aboriginal and Torres Strait Islander people are encouraged to apply for this role.

## Duties and Key Result Areas:

* Establish, maintain and foster ongoing and culturally respectful relationships with schools, families, communities and stakeholders.
* Understand and follow appropriate protocols when working and communicating with Aboriginal communities and Torres Strait Islander communities.
* Provide guidance, support and assistance to students participating in the Academy using solution-focussed, case management approaches.
* Work collaboratively with the Academy team to develop and deliver support materials, activities and resources for Academy participants, including Year 8 STEM camps.
* Contribute to the collection of monitoring and evaluation data and reporting as required.
* Manage responses to enquiries about the Academy program.
* 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 to carry out tasks in support of project 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: Allocates activities, directs tasks and manages resources to meet objectives. Provides coaching and on the job training, recognises and supports staff achievements and fosters open communication in the team.**
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: Recognise and makes immediate changes to improve performance (faster, better, lower cost, more efficiently, better quality, improved client satisfaction).**
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.

## Selection Criteria:

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

* Relevant experience and/or a qualification in secondary education (any STEM areas), social work, youth work or psychology.
* 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.
* Experience in working with or developing programs that support social and emotional wellbeing and educational outcomes for Aboriginal and Torres Strait Islander young people.
* Highly developed interpersonal skills including the ability to establish and maintain strong and productive relationships and networks with young people, families, stakeholders, colleagues and supervisors.
* Demonstrated ability to work effectively in a team environment, proactively collaborating and consulting with internal and external stakeholders, as well as sharing resources to accomplish objectives.
* The ability and willingness to travel regionally and interstate as required.

## Desirable Criteria:

* Experience supporting young Aboriginal and Torres Strait Islander people in educational settings
* Experience developing and/or delivering STEM programs for high school aged students

## Special Requirements:

Successful applicants will be required to provide a National Police Check prior to commencement and be prepared to undergo equivalent Working with Children Checks upon commencement.

To be eligible for this role you must be willing and able to travel regionally and interstate as required.

**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:

At CSIRO we solve the greatest challenges through innovative science and technology. See more [online](http://www.csiro.au/)!

**About CSIRO Education and Outreach**

CSIRO Education and Outreach programs provide authentic learning experiences which

1. Increase awareness of the role of science, technology, engineering and mathematics, and CSIRO’s place, in the national innovation system.
2. Contribute to expanding awareness and understanding of CSIRO amongst young Australians and
3. Encourage future employees towards careers in CSIRO.

CSIRO Education and Outreach has a team of professional educators across Australia which

* Develops and provides high quality, innovative and authentic STEM education experiences to deliver positive impact for Australia.
* Delivers value through engaging and empowering opportunities for educators, industry, government and community.
* Works creatively and collaboratively to deliver high quality products and services and provide authentic learning experiences to all Australians.
* Raises the awareness of CSIRO and Australian Innovation to drive economic, environmental and social impact for Australia

Find out more at [www.csiro.au/education](http://www.csiro.au/education).