# Position Details

## Administrative Services- CSOF4

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| The following information is for applicants |
| Advertised Job Title | Education Adviser – Inquiry for Indigenous Science Students (two roles available) |
| Job Reference | 67824 |
| Tenure | Specified Term until 30 September 2020 |
| Salary Range | AU$83,687 to AU$94,679 pa (pro-rata for part-time) + up to 15.4% superannuation |
| Location(s) | Brisbane, Adelaide or Perth, other locations with CSIRO presence negotiable  |
| Relocation Assistance | Will be provided to the successful candidate if required |
| Applications are open to | * Australian/New Zealand Citizens and Australian Permanent Residents Only
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| Position reports to the | Manager, Inquiry for Indigenous Science Students, Indigenous STEM Education Project, CSIRO Education and Outreach |
| Client Focus – Internal | 40% |
| Client Focus – External | 60% |
| Number of Direct Reports | 0 |
| Enquire about this job | Kim Dyball kim.dyball@csiro.au Ph: 0409 997 105*Please do not email your application directly to Kim Dyball. Applications received via this method will not be considered* |
| 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 or call 1300 984 220. |

### Role Overview

With the support of the BHP Foundation, the Indigenous STEM Education Project aims to increase the participation and achievement of Aboriginal and/or Torres Strait Islander students in Science, Technology, Engineering, and Mathematics (STEM). The Indigenous STEM Education Project is part of CSIRO’s Education and Outreach (CEdO) suite of programs. There are four elements to the project, which cater to the diversity of Aboriginal and/or Torres Strait Islander students as they progress through primary, secondary, and tertiary education, and into employment.

The Inquiry for Indigenous Science Student (I²S²) program is a national program. The program targets students in years 5 to 9 and provides Teacher Professional Learning to embed Aboriginal and Torres Strait Islander cultural knowledge through hands-on inquiry-based projects to increase student engagement and achievement in science. More information can found at [http://www.csiro.au/en/Education/Programs/Indigenous-STEM/I²S²](http://www.csiro.au/en/Education/Programs/Indigenous-STEM/I2S2).

### The primary responsibility of the Education Adviser, I²S² is to work as part of a national team to deliver the I²S² element of the Indigenous STEM Education Project. Each Education Adviser will work with teachers and Indigenous students in implementing student-centred inquiry-based STEM projects in schools and in nurturing and encouraging students’ interest in STEM including through face-to-face delivery and online learning platforms.

### Duties and Key Result Areas:

* Contribute to the ongoing improvement and delivery of Teacher Professional Learning on student-centred, inquiry-based STEM projects in an Indigenous context in schools and online, including through master classes, webinars and Communities of Practice.
* Work with teachers through the online learning platform to facilitate the implementation of student-centred, inquiry-based STEM projects in an Indigenous context in schools.
* Assist in the development and refinement of customised resources to uploaded onto the online learning platform to support the implementation of the I²S² program.
* Work with schools and clusters through the online learning platform and face-to-face delivery to develop and implement customised work plans.
* Communicate 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 a team member of a geographically dispersed team, to carry out tasks under limited direction in support of organisational goals.
* Work collaboratively with colleagues within your team, the business unit and across CSIRO, to reach objectives and (where relevant), establish networks with other teams and professionals in their field.
* Adhere to 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.

## **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:** 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.
* **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:** Recognise and makes immediate changes to improve performance (faster, better, lower cost, more efficiently, better quality, improved client satisfaction).
* **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

* Education/Qualifications: A tertiary qualification in a relevant area, such as education or science and/or relevant work experience
* A strong demonstrated knowledge and understanding of Aboriginal and Torres Strait Islander societies, cultures, and the issues affecting these cultures in Australian society and a demonstrated ability to communicate sensitively and effectively with Aboriginal and/or Torres Strait Islander peoples.
* Experience working with or developing education programs or resources in an Aboriginal and Torres Strait Islander context, including experience delivering Teacher Professional Learning through an online learning environment.
* Highly-developed interpersonal skills including experience with representation, and proven ability to establish and maintain strong and productive working relationships and networks with teachers, stakeholders, colleagues, and supervisors.
* Proven commitment to providing excellent customer service/support to both internal and external clients and in an on-line environment with the ability to clearly convey information and ideas, recognise opportunities, and recommend solutions.
* Experience effectively collaborating and operating in a geographically dispersed team environment but also the ability to work autonomously.

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.

* To be eligible for this position you must hold a driver’s licence and be able to travel interstate and locally, as required.
* 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.
* This role has child safety obligations. Accordingly, the successful candidate will be required to obtain or provide evidence that they hold a working with children check prior to confirmation of appointment.
* This position is an Identified Position – applicants will be required to provide a Cultural Referee as part of their application if you are non-Aboriginal and/or Torres Strait Islander. The cultural referee must be Aboriginal and/or Torres Strait Islander and they will be asked to support your application in relation to your ability to work with Aboriginal people and/or Torres Strait Islander peoples.

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