# Position Details

## Communication & Information- CSOF5

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| The following information is for applicants |
| Advertised Job Title | Monitoring and Evaluation Senior Project Officer |
| Job Reference | 69921 |
| Tenure | Specified Term to 30 June 2021Full-time |
| Salary Range | AU$98,735 to AU$106,848 pa (pro-rata for part-time) + up to 15.4% superannuation |
| Location(s) | Negotiable - Brisbane, Sydney, Newcastle, Melbourne, Hobart, Perth, Adelaide, Townsville |
| Relocation Assistance | Will be provided to the successful candidate if required |
| Applications are open to | * Australian Citizens and Permanent Residents
* New Zealand Citizens who usually reside in Australia
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| Position reports to the | Manager, Monitoring and Evaluation |
| Client Focus – Internal | 80% |
| Client Focus – External | 20% |
| Number of Direct Reports | 0 |
| Enquire about this job | Christopher Banks via email at christopher.banks@csiro.au or phone +61 07 3833 5999 |
| 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

The primary responsibility of the role will be to coordinate the delivery of the monitoring and evaluation element of the Indigenous STEM Education Project ([www.csiro.au/indigenous-education](http://www.csiro.au/indigenous-education)). The Monitoring and Evaluation Senior Project Officer will be responsible for undertaking and coordinating monitoring and evaluation activities for several programs, including Inquiry for Indigenous Science Students, Aboriginal Summer School for Excellence in Technology and Science, Science Pathways for Indigenous Communities, and the Indigenous STEM Awards. The main focus will be on analysing data, writing reports and disseminating evaluation findings.

The role is part of a national team and will work closely with the other project team members and across the CSIRO Education and Outreach team to integrate science and mathematics based best-practice and demonstrated outcomes in Indigenous education.

### Duties and Key Result Areas:

* Collaborate with the Manager - Monitoring and Evaluation, to coordinate the delivery of the monitoring and evaluation element of the Project in compliance with the Project’s Impact Framework, the overarching monitoring and evaluation methodology, and ethics and jurisdictional approvals.
* Work with the team leads of the programs, and across CSIRO Education and Outreach, in a manner that facilitates a continuous improvement practice and enhanced delivery of project outcomes.
* Be responsible for the qualitative and quantitative data collection, storage and qualitative and quantitative analysis processes in compliance with ethics and jurisdictional permissions.
* Drafting of reports, case studies and presentations for internal and external audiences within agreed timeframes.
* Help manage resources, finances and budgets for projects within area of responsibility.
* Represent the Business Unit and CSIRO at external and internal forums/events, occasionally requiring the management of specialist external providers.
* Take responsibility for resolving complex problems, requiring a high degree of knowledge of specialist activities.
* Recognise the need for change, initiating and implementing effective and innovative solutions.
* Demonstrate appropriate behaviours at all times when working with children and vulnerable individuals.
* 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.
* Adhere to the spirit and practice of CSIRO’s Code of Conduct, Health, Safety and Environment procedures and policy, Diversity initiatives and Making Safety Personal 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. Relevant diploma, bachelor’s degree or advanced degree, or equivalent relevant work experience in social science, education research, and/or program evaluation.
2. Experience working on projects which have taken into consideration Aboriginal and/or Torres Strait Islander peoples’ cultures and practices.
3. Ability to produce high quality written materials in a timely manner as well as strong presentation and facilitation skills. Examples of written reports will need to be provided.
4. Demonstrated experience liaising with a diverse range of stakeholders to achieve objectives on time and within budget.
5. Proven involvement in qualitative and quantitative data collection, storage and qualitative and quantitative analysis processes in compliance with ethics and jurisdictional permissions

**Desirable Criteria:**

1. Experience in working with or within a science and research organisation.
2. Knowledge and experience in evaluation of Education or STEM projects/programs.

Special Requirements

Appointment to this role may be subject to conditions:

* 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.

## **About CSIRO:**

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

CSIRO is a values-based organisation.  In your application and at interview you will need to demonstrate behaviours aligned to our values of:

* 1. People First
	2. Further Together
	3. Making it Real
	4. Trusted

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