POSITION DESCRIPTION

POSITION TITLE:	**IMNIS National Program Manager**
WORK TYPE:	Full time, contract to Dec 2021 with option to renew
REPORTS TO:	IMNIS Executive Director
SALARY:	**$100,000 per annum package (including 9.5% superannuation)**
LOCATION:	CANBERRA

The Australian Academy of Technology and Engineering (ATSE) is a Learned Academy operating as an independent, non-political and expert think tank that helps Australians understand and use technology to solve complex problems.

We bring together Australia's experts in applied science, technology and engineering to provide impartial, practical and evidence-based advice on how to achieve sustainable solutions and advance prosperity. Our Fellows include Chief Scientists, CEOs, CTOs, Vice-Chancellors and heads of research institutes.

The Industry Mentoring Network in STEM (IMNIS) is a flagship industry engagement initiative of the Academy that links STEM PhD students and postdoctoral fellows with senior level industry leaders in a one year mentoring program.

IMNIS creates genuine industry-academic engagement and deepens understanding of the value of collaborating and employing across sectors, whether mentees pursue a career in research/academia or in industry. IMNIS helps enhance innovation to boost Australia's productivity and prosperity.

The role

This is a unique opportunity to build on IMNIS's early success and work with the IMNIS Executive Director to bring the program to its full potential. The IMNIS National Program Manager will support significant numbers of STEM PhD students and postdoctoral fellows (mentees) to meaningfully and usefully connect with industry mentors; broaden their networks; and enhance their professional development.

The IMNIS National Program Manager reports to the IMNIS Executive Director and is responsible for managing the IMNIS programs Australia-wide. The position requires strong experience managing competing deadlines, program management software, and high-level interpersonal skills. The IMNIS National Program Manager will help manage multiple relationships with individuals, companies, research organisations, governments, funding bodies and universities.

The successful candidate will be collaborative but comfortable with a degree of autonomy, bring a creative, solutions-focused and can-do energy to the role, and be able to demonstrate an open, professional and inclusive approach to managing relationships.

A significant degree of domestic travel is required for this role.

KEY RESULTS AREAS AND RESPONSIBILITIES

The Responsibilities of the IMNIS National Program Manager will include:

- Manage the successful delivery of the IMNIS programs Australia-wide, including a series of events during the 12 month programs

- Manage the pilot IMNIS programs in line with the Growth Centre priorities

- Network and engage broadly across industry sectors to identify high calibre industry professionals to mentor PhD students and postdoctoral fellows

- Work with the Coordinators at member organisations in the selection of mentees, manage contracts of engagement and invoicing

- Manage online and digital resources for the IMNIS programs and communicate the impact and outcomes of the program broadly

- Provide regular updates (written and oral) to the IMNIS Executive Director and to the Academy leadership as requested

- The position will require supervision of IMNIS staff and liaison with a range of colleagues within the ATSE Secretariat

KEY SELECTION CRITERIA

Essential

1. Strong representational and interpersonal skills, including the ability to network and communicate (written, oral, online) effectively with a wide variety of stakeholders (academia, research, industry, government) at a senior level.

2. Demonstrated skills in the successful management, delivery and evaluation of complex projects and events involving multiple stakeholders and interests.

3. Experience or knowledge of research, training and early career development pathways across the STEM academic and industry sectors.

5. Demonstrated capacity to work independently as well as part of a team.

6. Experience in the production of high quality reports, submissions and papers to tight deadlines.

7. Energy and drive to make things happen with a passion to expand the skills and opportunities of post-graduate students and early career researchers.

8. Competency with Microsoft Office and Adobe Packages.

9. Proven commitment to inclusion and belonging, and a good understanding of, the issues around diversity and equality of opportunity.

Desirable

Familiarity with database management as well as Mentorloop and iMIS platforms.

Post-graduate qualification in a STEM discipline and/or program management experience in an Australian STEM-related industry.

OTHER JOB-RELATED INFORMATION

For further information please contact Dr Marguerite Evans-Galea AM, IMNIS Executive Director, Australian Academy of Technology and Engineering | marguerite.galea@atse.org.au | 0488438001.

To apply, please submit a cover letter and address the key selection criteria.