



POSITION DESCRIPTION

POSITION TITLE:	IMNIS Program Manager
WORK TYPE:	Full time, contract to Dec 2023 with option to renew
REPORTS TO:	IMNIS Executive Director
LOCATION:	CANBERRA (preferred) or MELBOURNE

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 expand the reach and impact of the IMNIS initiative, and work with the IMNIS Executive Director to bring the program to its full potential. The IMNIS Program Manager will work with key stakeholders to attract significant numbers of STEM PhD students and postdoctoral fellows (mentees) to meaningfully and usefully connect with industry mentors, extend their networks and enhance their professional development.

The IMNIS Program Manager reports to the IMNIS Executive Director and is responsible for managing the IMNIS programs nationally and internationally. The position requires proficiency in managing people, prioritising competing deadlines, program management and relevant software, and high-level interpersonal skills. The IMNIS Program Manager will help to establish and manage multiple relationships with individuals, companies, research organisations, governments, funding bodies and universities.

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

A significant degree of domestic travel and a Working with Children Check are required for this role.

KEY RESULTS AREAS AND RESPONSIBILITIES

The responsibilities of the IMNIS Program Manager will be to:

- Lead and manage the successful delivery of IMNIS programs nationally and internationally, including a program-related events, professional development and networking activities
- Work creatively and collaboratively to develop new pilot IMNIS programs in-line with the Growth Centre priorities, and then lead and manage their delivery and evaluation
- Network and engage broadly across the STEM ecosystem to connect with influential industry leaders, and recruit and identify high quality professionals to mentor with IMNIS
- Work with the Coordinators at a wide range of member organisations in the recruitment and selection of high calibre mentees; manage contracts of engagement and related invoicing
- Manage online and digital resources for IMNIS programs and communicate the impact and outcomes to all key stakeholders and more broadly across the STEM sector
- Provide regular engaging updates and reports to the IMNIS Executive Director, Academy leadership and key stakeholders as requested or in accord with contractual agreements
- This position will require supervision of IMNIS staff and collegiate liaison with a range of colleagues within the ATSE Secretariat

KEY SELECTION CRITERIA

Essential

1. Exceptional relationship management, representational and interpersonal skills, including the ability to network and communicate (written, oral, online) confidently with a wide variety of stakeholders (academia, research, industry, government) at the highest levels of leadership.
2. Outstanding skills in the management, delivery and evaluation of complex projects or programs as well as events, involving multiple stakeholders and interests, with outcomes and impact clearly demonstrated.
3. Experience or comprehensive knowledge of research, training and early career development pathways across the public and private sector.
5. High potential leadership skills, demonstrated team management experience, and agile capabilities in working 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 and commitment to expand the skills and opportunities of post-graduate students and early career researchers.
8. Adept in using Microsoft and Adobe packages, database management platforms as well as Customer Relationship Management platforms.

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

Desirable

Competency with Sharepoint, Mentorloop and/or iMIS or other CRMs.

Post-graduate qualification in a STEM discipline with industry experience and/or 5+ years of program management experience in the Australian STEM sector or 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 each of the key Selection Criteria.