

ATSE

POSITION DESCRIPTION

- TITLE:** International Program Coordinator
APPOINTMENT: Full time (Fixed Term)
REPORTS TO: Manager, International Affairs. Director Policy and International Affairs provides leadership to the Policy and International Affairs team.
WORK TYPE: ATSE Work – Category B
LOCATION: ATSE Secretariat is based on Ngunawal Country in Canberra
HOURS: 9am – 5pm

ORGANISATIONAL CONTEXT

The Australian Academy of Technological Sciences and Engineering (ATSE) is a Learned Academy of independent experts helping Australians understand and use technology to solve complex problems. Comprised of around 900 Fellows, the Academy is an independent, non-government, not-for-profit organisation at the forefront of proposing technology powered and human driven solutions to issues such as climate change, the COVID-19 pandemic and building a more diverse STEM workforce ready for the future.

ATSE's office is located on Ngunawal Country in Canberra.

OUR CULTURE

ATSE is a for-purpose, values-driven employer that embraces diversity and offers a safe and inclusive work environment for all.

ROLE PURPOSE AND RESPONSIBILITIES

The primary purpose of the Program Co-ordinator is to provide high level organizational and research support to enable the successful delivery of international programs, with a specific focus on the Global Science and Technology and Diplomacy Fund. The role is responsible for scheduling meetings, event organising, and involves extensive liaison with program partners and stakeholders in a cross-cultural context. These activities are underpinned with ongoing research and analysis to provide insights to support successful engagement.

Key responsibilities include:

- Support the the International Affairs team with the development, management, and delivery of programs, with a specific focus on the Global Science and Technology Diplomacy Fund
- Engage with partners and key stakeholders, to develop productive working relationships including in cross-cultural settings
- Research and analysis tasks to synthesise complex information into high quality documents, reports, briefings, and presentations, interpreting quantitative and qualitative data to provide insights to fulfil program objectives
- Provide advice to ATSE leadership on relationships with foreign organisations and on international matters
- Provide high level organisational to support the planning and delivery of international events
- Undertake secretariat duties in support of Committees and provide a range of administrative and scheduling support, including travel, data and file management
- Demonstrates and role models ATSE values, showing judgement, resilience and empathy with program participants and all stakeholders

ATSE

- Engages with a positive service-mindset to approach challenges with a flexible solutions-focused attitude that builds and sustains strong professional relationships with all ATSE staff, Fellows, and key stakeholders
- Contributes to an inclusive workplace culture in which all staff are enabled to achieve

OTHER JOB-RELATED INFORMATION

- This role may involve interstate travel
- Occasional out of office hours may be required