Graduate Fellow Program
About the Graduate Fellow Program

The Graduate Fellow Program aims to support the mathematical sciences pipeline in Australia by encouraging students to try out a career in research.

The program offers talented post-honours students the chance to solve real-world problems with the intention to develop the next generation of potential scientists.

The program is ideally suited to graduates who are not yet sure what they want to do in their career. Taking an “apprentice approach”, Fellows are mentored and work on a range of research projects over a two year period under the direct supervision of a CSIRO scientist.

At the end of the two-year period, it is envisaged that Graduates will have clarity in terms of whether they want to pursue a PhD or a career in industry. In addition, Graduates will leave CSIRO having developed key research and people skills to support them in future career opportunities.

Past program statistics:

The former division of Mathematics, Informatics and Statistics have run this program over the past 4 years.

From the information gathered:

- 23 Graduate Fellows have been recruited with 9 of these still currently in the program
- From the remaining 14; 5 are currently completing their PhD and 4 are currently working in industry roles.
- Of the remaining 6, several have just finished their fellowship and are still exploring their options.
Program Specifics:

Duration
Graduate Fellows are appointed on a 2 year term contract.

Start Date:
Each program intake commences from March with Graduates expected to commence before the end of that financial year. Where possible, Graduates will start approximately within the same month.

Location:
Graduates are to be located on the same site as their supervisor.

Candidate Eligibility
The program is available to graduates who have completed an undergraduate degree (with honours) or an equivalent Masters degree in the areas of mathematics, statistics, computational science or engineering.
Graduates must have completed their first undergraduate degree no more than eight years ago to be considered.

Graduates must be an Australian citizen or permanent resident to apply (or have an appropriate visa that provides the same working entitlements).

Program Structure:
Throughout the program, Graduate Fellows will:

- Work on a developmental or methodological project that will continue throughout the 2 year program tenure.
- Participate in other applied projects aligned with the developmental project.
- Will be expected to present their work at a reputable conference
- Will receive mentoring from their program supervisor and from other leading research scientists
- Will have access to training and development opportunities including travel to a conference at the end of the second year.

Contract Extensions:
Graduate Fellows are employed for two years. Any extensions past this tenure will fall outside the Graduate Program and will require approval from the Chief to recruit on a separate short-term contract.

Extensions should be for new project work only and not for a continuation of the Graduate’s current projects unless explicitly approved to do so.

There will be no continuation of CDF funding for any extension past the two year program tenure.

Graduate Cost:
Graduate Fellows are partially funded through the CDF and partially through project allocations. The specific contributions from the CDF for the 2014 intake are still to be determined.

Interested in supervising a Graduate Fellow?
If you are interested in supervising a Graduate Fellow, please prepare a Project Proposal (template located at the end of this document) and discuss this proposal with your Program Leader. All proposals will require Program Leader endorsement in order to be advertised. Completed proposals for the 2014 intake should be sent to Samantha.Barry@csiro.au by 30th August 2013.

When preparing a proposal please refer to the ‘project specifications’ outlined below.
Graduate Fellow Project Specifications:

Below are some guidelines for supervisors to consider when developing a Graduate Fellow Project Proposal:

*Note: The development project is the project that is advertised. Applied projects can however be referred to in the advertisement as well.*

Development project specifications:

- There is an expectation that the development project will continue throughout the Graduate’s two-year tenure.
- The development project and its associated objectives must be captured through the Graduates APA.
- The development project should be output focused and lead the Graduate to write a paper and present the results at a conference.
- The project will develop the Graduates understanding of the research concept and provide a ‘bigger picture’ overview of specifically what they are doing and where this fits in/what this work contributes to.
- The project should enable the Graduate to develop transportable skills that can be useful throughout the rest of their career. This might include knowing how to use R or perhaps developing some technical capability.
- The project should also develop the Graduates communication skills so that they become an effective communicator both orally and in writing.
- Over the course of the two years the project should enable the Graduate to develop confidence both within themself and within their work to guide their next steps and equip them with the level of skill necessary to get them there.

Applied project specifications:

- The minimum allocation for an applied project across a 2 year timeframe is 20%.
- These projects should provide the opportunity for the Graduate to learn how to work in a multi-disciplinary team
- The projects should develop the Graduates confidence to contribute as an early career researcher
- The projects should provide the Graduate with a range of research experience so should be designed to provide an overview of different research areas where they can apply their skills.

For further information or clarification regarding project specifications please contact frank.dehoog@csiro.au
**Supervisor responsibilities**

All staff within the division of Computational Informatics can develop a proposal to supervise a Graduate Fellow. However, these proposals require the approval of the relevant Program Leader to advertise and recruit.

In addition, supervisors have particular responsibilities. For staff considering putting in a proposal, they must:

- Be willing to mentor and guide a junior researcher over a period of 2 years.
- Limit any long periods of leave where possible and be available to assist the Graduate, particularly in the first few months of employment.
- Be available to fully participate in the Recruitment and Selection Process including candidate interviews.
- Develop a project proposal that meets the specifications of the Graduate Fellow Program and provides a suitable development opportunity for a young researcher.
- Establish a suitable development project for the Graduate that, where possible, will continue over the Graduate’s two year tenure.
- In discussion with the Graduate, develop suitable APA objectives that capture both the development and applied projects.
- Comply with all new starter induction requirements.
- Through the initial APA discussion, establish relevant training and development as well as conference opportunities that the Graduate may have access to within the program’s two year tenure. These activities should be documented in either a Personal Development Plan or in the Graduate’s APA.
- Finalise the Graduates APA within 3 months of commencement.
- Complete a detailed 3 and 5 month probation report within the required timeframes.
- Assist the Program/Group Leader in seeking project allocations for the Graduate.
**Additional Information: Conditions of Employment**

Graduate Fellows are classified as a CSIRO employee and are entitled to the same employment conditions as other CSIRO staff, subject to necessary approvals.

Some of their specific entitlements include:

- Paid leave, including recreational, miscellaneous, sick/carers leave etc
- Employer superannuation contributions of up to 15.4%
- Payment of a graduate salary of CSOF 3.3 on commencement with eligibility to increment up to CSOF 3.5 by the completion of their term upon satisfactory completion of their APA objectives and mandatory training (detailed below).

As a CSIRO employee, Graduate Fellows are required to abide by particular conditions of employment. Graduate Fellows are:

- Required to participate in the Annual Performance Appraisal process and establish APA objectives in consultation with their manager within 3 months of commencement.
- Subject to a 6 month probationary period.
- Required to attend the next available National Orientation Program after commencement.
- Required to complete the mandatory online CSIRO e-learning modules available through SAP in the first few months of employment. This includes “Introduction to CSIRO”, “Code of Conduct” and “Recognising and Preventing Workplace Bullying, Harassment and Discrimination” programs.
- Required to adhere to the CSIRO Code of Conduct, Values Compass and Health and Safety processes and procedures.