



Australia's National
Science Agency

Indigenous Employment Program Coordinator (Identified Role – Indigenous)



Acknowledgement of Country

CSIRO acknowledges the Traditional Owners of the land, sea and waters, of the area that we live and work on across Australia. We acknowledge their continuing connection to their culture and pay our respects to their Elders past and present. [View our vision towards reconciliation.](#)

Child Safety

CSIRO is committed to the safety and wellbeing of all children and young people involved in our activities and programs. [View our Child Safe Policy.](#)

About CSIRO

Australia's national science agency



One of the world's largest multidisciplinary science and technology organisations



5,672+ dedicated people working across 53 sites in Australia and globally



State-of-the-art national research infrastructure



We delivered \$10.2 billion of benefit to the nation in FY22

CSIRO (Commonwealth Scientific and Industrial Research Organisation) is Australia's national science agency and innovation catalyst and one of the world's largest and most successful publicly funded research and development organisations.

CSIRO is one of the largest and most multidisciplinary mission-driven research agencies in the world. With 53 locations and over 5,600 people across Australia and internationally, CSIRO solves the greatest challenges through innovative science and technology to deliver world-class economic, environmental, and social benefits for Australia in a global context.

CSIRO is Australia’s most trusted research institution and most connected innovator, working with every Australian university, government and non-government agency and major Australian industry (including technology companies, the banking sector, small and medium businesses). Around the world, CSIRO’s work spans research, government and industry to co-create commercialisation outcomes that deliver impact and create science-driven technologies and economic value and a better future for all Australians.

Our collaborative research turns science into solutions for food security and quality, clean energy and resources, health and wellbeing, resilient and valuable environments, innovative industries, and a secure Australia and region.

CSIRO has improved the lives of many around the world through research and development and some you will know well include Fast Wireless LAN (WiFi), the Hendra virus vaccine, polymer (plastic) banknotes, extended-wear contact lenses, Aerogard and the Total Wellbeing Diet to name a few.

To find out more, visit csiro.au

CSIRO strategy

Our purpose is to solve the greatest challenges through innovative science and technology



Our values underpinning how we work

Making it real

Trusted

People first

Further together

Position Details

Administrative Services- CSOF4

THE FOLLOWING INFORMATION IS FOR APPLICANTS	
Advertised Job Title	Indigenous Employment Program Coordinator (Identified Role – Indigenous)
Job Reference	93989
Tenure	Specified Term until 30 June 2026, Full-time
Salary Range	AU\$89,680 to AU\$101,459 (pro-rata for part-time) + up to 15.4% superannuation
Location(s)	Any Australian CSIRO Site may be considered
Relocation Assistance	Will be provided to the successful candidate if required
Applications are open to	The position is only open to Aboriginal and/or Torres Strait Islander peoples with Australian Citizenship. CSIRO considers the filling of this position is intended to constitute a special/equal opportunity/affirmative measure under <i>section 8(1) of the Racial Discrimination Act 1975 (Cth)</i> . Successful candidates are required to provide evidence to confirm that they are an Aboriginal and/or Torres Strait Islander person.
Position reports to the	Indigenous Talent Acquisition Business Partner
Client Focus – Internal	70%
Client Focus – External	30%
Number of Direct Reports	0

Special Requirements

Appointment to this role is subject to provision of a pre-employment background check and may be subject to other security/medical/character clearance requirements.

- The successful candidate will undertake a pre-employment background check. Please note that individuals with criminal records are not automatically deemed ineligible. Each application will be considered on its merits.
- The successful applicant is required to provide evidence to confirm that they are an Aboriginal and/or Torres Strait Islander person.
- The successful candidate will be required to provide contact details of at least one Aboriginal and/or Torres Strait Islander person to be a cultural referee to confirm their ability to work and communicate respectfully with Aboriginal and/or Torres Strait Islander peoples.

Role Overview

The Indigenous Employment Program Coordinator provides administrative and management coordination and delivering of CSIRO's Indigenous Employment Programs specifically entry level programs such as traineeships, cadetships and vocational programs for Talent across the organisation and will act as a cultural advocate, support and coach for program staff, supervisors and People partnering. This involves the development and implementation and/or administration of policies, systems and procedures that assist the organisation and the business units to achieve their objectives and meet Government and regulatory responsibilities.

The Indigenous Employment Program Coordinator will work collaboratively with Talent, People Partnering and business units to support the delivery of CSIRO's Indigenous employment programs. This role is responsible for proactively building excellent relationships with Program participants, hiring managers and People Partners to ensure a seamless, consistent and integrated support is embedded across the program lifecycle.

The Indigenous Employment Program Coordinator is responsible for providing cultural and business support to program stakeholders and will pro-actively facilitate the coordination of care and individual support including career management for Program participants. The will act as trusted advisor and be the primary point of contact for program matters.

The role will be responsible for actively contributing to the management and implementation of Indigenous talent acquisition projects, collaborating with CSIRO project teams including the Office of Indigenous Engagement, the Aboriginal and Torres Strait Islander staff forum, and subject matter experts.

Duties and Key Result Areas

- Support the design and implementation of CSIRO's Indigenous Employment and Engagement Programs for Talent across the organisation.
- Provide support to the team and participate in the planning of team activities and strategies.
- Manage the delivery of CSIRO's Indigenous Employment Program by engaging with internal stakeholders, under limited direction, using program and cultural knowledge to support a range of Indigenous program and engagement activities.
- Lead programs for CSIRO's Indigenous Talent Team by developing, implementing, and evaluating organisational performance to ensure organisational outcomes are achieved.
- Work with supervisors, People Partners and program staff to ensure consistent and culturally safe and inclusive practices are embedded in program delivery.
- Act as a trusted advisor, including understanding the client's Business Unit, investigating the underlying needs of the client, and being able to identify and adapt quickly to client and market needs and changes.
- Influencing internal stakeholders to achieve the CSIRO's Reconciliation Action Plan and Employment Strategy goals across the organisation.

- Liaise with clients to determine their needs, tailoring solutions to potentially conflicting requirements, taking personal responsibility for client satisfaction, and correcting problems promptly and in a constructive manner
- Under limited direction, use technical expertise to lead a range of support activities/functions, or be responsible for a number of smaller projects, with independence of action within their own function, achieving results through the use and allocation of available resources, within constraints laid down by managers. (Including responsibility for results)
- Display a willingness to influence the decision of managers by recognising the need for change in initiating innovative solutions/proposals, and liaise with and influence related professions to develop practices, which support the Business Unit.
- 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.
- Work collaboratively as part of a multi-disciplinary, often regionally dispersed research team, and business unit to carry out tasks in support of CSIRO's scientific objectives.
- 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.

Selection Criteria

Essential

Under CSIRO policy only those who meet all essential criteria can be appointed.

1. Relevant tertiary qualification and/or equivalent relevant work experience in Indigenous employment or human resources or related field
2. Demonstrated experience in developing and implementing employment projects or programs that focus on sustainable employment outcomes for Aboriginal and Torres Strait Islander peoples.
3. Strong judgement and problem-solving skills with an ability proactively question and explore alternative approaches in support of a holistic view to outcomes/organisational purpose.
4. The ability to synthesise information and produce high quality written materials in a timely manner as well as strong presentation and facilitation skills.
5. Flexibility and ability to work effectively in a complex and dynamic environment, to adapt quickly and proactively manage and re-prioritise multiple tasks.
6. Demonstrated ability and experience in navigating, communicating and coaching Aboriginal and Torres Strait Islander cultural sensitivities and protocols in a complex organisation.
7. Ability to travel throughout Australia as required.

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:** Allocates activities, directs tasks and manages resources to meet objectives. Provides coaching and on the job training, recognises and supports staff achievements and fosters open communication in the team.
- **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:** Recognises and makes immediate changes to improve performance (faster, better, lower cost, more efficiently, better quality, improved client satisfaction).
- **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.



Flexible Working Arrangements

We work flexibly at CSIRO, offering a range of options for how, when and where you work. Talk to us about how this role could be flexible for you. Work life balance.

Diversity and Inclusion

We are working hard to recruit diverse people and ensure that all our people feel supported to do their best work and feel empowered to let their ideas flourish. We are committed to the safety and wellbeing of all children and young people.

To Apply

As part of their application process, we ask that candidates provide the following:

- Curriculum Vitae – outlining relevant aligning experience.
- Cover Letter or Executive Summary – outlining the motivation for applying and a high-level snapshot of relevant aligning capabilities and experience. This document should not be longer than two pages.
- Contact details for three Referees (including one Aboriginal and/or Torres Strait Islander Cultural referee) – Referees will only be contacted after prior consultation with the candidate. It is the candidate's responsibility to ensure that their referees are willing to provide reports when contacted by CSIRO.

For any questions not answered in the above, please feel free to contact:

Deanne Hanchant-Nichols

Indigenous Talent Acquisition Business Partner

Deanne.Hachant-Nichols@csiro.au

Applications close 11:00pm AEST, 22 October 2023

We encourage early applications as we reserve the right to close the advertising early if we find our desired candidate.

**As Australia's national science
agency and innovation catalyst,
CSIRO is solving the greatest
challenges through innovative
science and technology.**

CSIRO. Unlocking a better future
for everyone.

Contact us

1300 363 400
+61 3 9545 2176
csiro.au/contact
csiro.au

