



Australia's National
Science Agency

Business Administration Assistant (Identified Role – Indigenous)

Join CSIRO as part of our Indigenous Early Career Pathways Program and start your career today!



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



Who we are

Australia's national science agency



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



6,300+ dedicated people working across 51 sites in Australia and globally



State-of-the-art national research infrastructure



We delivered \$10.2 billion of benefit to the nation

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 6,300 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.

Many of CSIRO's innovations were once considered impossible. Fast WiFi, Aerogard insect repellent and the plastic Australian banknote, to name a few.

Until someone, just like you, joined us and took on the challenge.

We're recruiting the next generation of enterprise services professionals. See what is possible for your career.

We are committed to developing and supporting a diverse workforce in its broadest sense and know diverse teams are more effective and deliver more innovative outcomes for science.

Indigenous Science and Engagement

Aboriginal and Torres Strait Islander people are Australia's first scientists and we know that to create a better future for Australia, we need Aboriginal and Torres Strait Islander people across every aspect of our organisation.

CSIRO invested in a new Indigenous Science program in 2021 to deliver a whole of organisation strategic approach to partnering with Aboriginal and Torres Strait Islander communities. The vision of the program is:

A science landscape in respectful partnership with Indigenous Australia delivering innovative, sustainable, holistic solutions to meet our greatest national challenges.

Aboriginal and Torres Strait Islander Employment

Our Aboriginal and Torres Strait Islander Employment Strategy and Reconciliation Action Plan (RAP) uses a strength-based approach and models a self-determining framework which enables us to lead our Nation's science through an Indigenous knowledges and science lens.

We aim to increase Aboriginal and Torres Strait Islander employment representation to 5% across our workforce and throughout the scientific, research, technical, fieldwork and support services fields. However, we recognise that our commitment to Aboriginal and Torres Strait Islander employment needs to go beyond numbers. It involves nurturing lasting connections with Aboriginal and Torres Strait Islander peoples and communities at every level of our organisation and within our workforce.

Aboriginal and Torres Strait Islander staff have access to our Aboriginal and Torres Strait Islander staff network which meets once a month, flexible working arrangements to support continual Community and Country connections and obligations, personal leave entitlements that recognise traditional kinship relationships and NAIDOC and Ceremonial leave so that staff can thrive in the workplace while balancing their community, personal and work lives.

Aboriginal and Torres Strait Islander people represent 2.5% of the CSIRO workforce as of June 2024.

For more information visit [Aboriginal and Torres Strait Islander careers at CSIRO](#) and [Indigenous science at CSIRO](#).

Indigenous Entry Career Pathways Program

Start your career with CSIRO

Our program offers the flexibility to build a variety of entry and technical skills to set you up for a future career in the Science and Technology Sector.

This 2 year program gives you the opportunity to undertake formal on-the-job training supported by relevant accredited qualifications relevant to the role and career opportunities at CSIRO.

You will have the opportunity to learn from some of the world's foremost researchers and leaders, connect with other Aboriginal and Torres Strait Islander people across Australia and work on projects and build skills that are of interest to you.

You and your supervisor will be supported by a dedicated Program Coordinator and will have an individualised development plan designed for your success in the program.

You will have access to paid time away from your day-to-day activities to engage and network with other Aboriginal and Torres Strait Islander staff and participate in program events and activities as well as cultural events such as NAIDOC week.

Successful candidates will receive:

- An accredited qualification relevant to the role.
- An individual learning, development and training plan tailored to your career aspirations.
- Career training and coaching suited to your learning style.
- Opportunities to develop skills and experience in a collaborative and supportive environment where our team members flourish and thrive.
- Opportunities to build your network and connect with Indigenous staff and our broader communities at CSIRO.
- Pastoral care and career support from a dedicated program coordinator.
- A competitive salary with generous leave entitlements and flexible working conditions.
- Experience working with Australia's national science agency.

Program Placement

This position will be based at CSIRO's Space and Astronomy Research Unit, in the Visitors Services Group at Marsfield, NSW. The Visitor Services Group supports the astronomical operations of all Australia Telescope National Facility (ATNF) facilities for both staff and visitors. As well as providing observing facilities, the centre facilitates interactions between local staff and visiting scientists. The candidate will be supported to undertake a Nationally Accredited Qualification relative to their position, such as a Certificate III and/or a Certificate IV Business Administration. The studies will be combined with on-the-job experience, ensuring they receive both work experience and a qualification at the end of the term appointment. CSIRO will provide the direct costs required for the certificate courses. Upon successful completion of the training program, the candidate may be considered for further employment with CSIRO subject to the availability of suitable positions.

Position Details

THE FOLLOWING INFORMATION IS FOR APPLICANTS

Job Reference	98505
Tenure	Full-time, Specified term of 2 years
Salary Range	AU\$59,071 pa (pro-rata for part-time) + 15.4% superannuation
Location(s)	Marsfield, NSW (Wallumattagal people of Eora nation)
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 *section 8(1) of the Racial Discrimination Act 1975 (Cth)*.

Successful candidates are required to provide evidence to confirm that they are an Aboriginal and/or Torres Strait Islander person.

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 obtain and maintain a security clearance at the base level.



Role Overview

The Business Administration Assistant will be trained and developed to provide a wide variety of administrative duties to support the effective provision of research and development activities.

The successful candidate will receive hands-on training under the supervision of an experienced manager and will have additional support through the Indigenous Employment Team. The role will involve a wide variety of administrative duties such as, assisting staff and visitors with accommodation booking requests, correspondence and invoicing and receipting.

Over the course of the program, the successful candidate will be provided with adequate time within work hours to undertake an accredited qualification relative to the position, such as a Certificate III and/or a Certificate IV Business Administration. They will participate in program activities and events, complete and maintain their learning and development plan and undertake role specific duties under the direction of their supervisor with support from an Indigenous Program Coordinator.

Upon successful completion of the training program, the candidate may be considered for further employment with CSIRO subject to the availability of suitable positions.

Fundamental Role Requirements

- Certificate of high school education and/or relevant work experience in any field.
- Willingness and ability to undertake structured learning and development, which includes on-the-job training and completing a Nationally Accredited Qualification relative to the position, such as a Certificate III and/or a Certificate IV Business Administration.

Duties and Key Result Areas

While in the program, participants will:

- Undertake and participate in prescribed activities detailed in the development plan, including completing a nationally accredited qualification.
- Under general supervision undertake a range of administrative tasks, in accordance with established procedures and using skills developed through experience and/or training.
- Assist with accommodation booking requests, correspondence and invoicing and receipting.
- Assist with Marsfield Lodge/Cottage hospitality duties as required.
- Work collaboratively as part of a multi-disciplinary, regionally dispersed research team, and business unit to carry out tasks in support of CSIRO scientific objectives.
- Respond courteously and efficiently to requests for your services, keep clients informed about progress and redirect requests to appropriate staff when required.
- 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.
- Adhere to the spirit and practice of CSIRO's Values, Code of Conduct, Health, Safety and Environment procedures and policy and diversity initiatives
- Other duties as directed.

Competencies

Teamwork and Collaboration:

Demonstrates initiative, actively contributing as a team member. Supports team decisions and keeps other team members up to date about individual actions. Shares all relevant and useful information. Pitches in and helps other team members when necessary.

Influence and Communication:

Communicates basic facts in a courteous manner including posing appropriate questions to gain factual information.

Resource Management/Leadership:

Provides instruction and assists other staff to complete allocated tasks and activities.

Judgement and Problem Solving: Selects appropriate solutions to clearly defined problems using readily available information. Alternatives are limited and prescribed or apparent.

Independence: Accepts personal responsibility for doing the job well. Looks for opportunities to improve the way things are done and makes recommendations accordingly.

Adaptability: Accepts the need for change to work routines or technology.

Selection Criteria

Essential

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

1. Willingness to develop the skills to undertake a range of administrative tasks and the ability to learn more complex tasks.
2. An interest in sales and retail with the willingness to learn Point of Sale (POS) programs and procedures.
3. The ability to work collaboratively in a team and show initiative in determining work priorities.
4. Ability to communicate openly, effectively and respectfully with a diverse range of people, including Aboriginal and Torres Strait Islander people and Communities.
5. Basic knowledge of Microsoft Office applications including Word, Outlook and Excel or an ability to rapidly acquire these skills; and an understanding of data collection.

Desirable Criteria

1. A current Australian driver's licence.

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.

How to apply

To apply for this role, please submit your application on-line. For internal candidates please apply via Jobs Central.

To appropriately assess your application, we ask that candidates provide the following:

- Cover Letter – outlining the motivation for applying and aligning capabilities and experience relevant to the selection criteria. This document should not be longer than two pages.
- Curriculum Vitae or Resume – outlining relevant experience, and education to the program.

Contact details for Referees will be requested following the interview process for candidates who progress to the next stage of the recruitment process.

Please note that any Referees will only be contacted after prior consultation with the candidate and it is the candidate's responsibility to ensure that their referees are willing to provide reports when contacted by CSIRO.

Further Information

For more information about this position contact Vicki Drazenovic via email at vicki.drazenovic@csiro.au or phone +61 0401 676 956. If you would like a confidential conversation about this opportunity, please contact the Indigenous Employment Team at IndigenousCareers@csiro.au

Applications close

21 January 2025, 11:00pm AEDT

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

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[csiro.au/contact](https://www.csiro.au/contact)

[csiro.au](https://www.csiro.au)

