



Indigenous Employment Program Coordinator (Identified Role – Indigenous)

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organisation



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Acknowledgments

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 we pay our respects to their Elders past and present. [View our vision towards reconciliation.](#)

Acknowledgement of artist and artwork

‘Journeys’ by Bree Buttenshaw (Little Butten)

This artwork starts with a star, representing an oncoming Aboriginal and/or Torres Strait Island person into their team. This person brings their own knowledge and experiences to CSIRO.

As they journey through the different pathways provided by CSIRO they continue to grow. This is represented by the star getting bigger and more complex designs. The star is surrounded by other shining stars who influence and support their growth and development.

The star is always surrounded by others, they are part of a larger, supportive network.

This story takes place in the night sky, reflecting CSIRO’s exploration and research of sciences.

The star, continues on its journey, moving off the picture plane. Growth and the pathways that take us there are not defined by a single moment. Our learning journeys are forever expanding, shifting and growing.

Bree Buttenshaw is a proud Kalkadoon woman living on Quandamooka Country. Bree mixes traditional and contemporary art together to create unique stories. She is inspired by her environment and her art reflects her feelings and experiences.

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](#).

Position Details

Communication & Information – CSOF4

THE FOLLOWING INFORMATION IS FOR APPLICANTS	
Job Reference	99857
Tenure	Specified Term until 30 June 2026 Full-time (preferred), however part-time and flexible working arrangements may be considered
Salary Range	AU\$96,811 to AU\$109,527 per annum (pro-rata for part-time) plus 15.4% superannuation
Location(s)	Negotiable - Brisbane (Turrbal, Yuggera & Jagera Country), Canberra (Ngunnawal Country) or Adelaide (Kaurna Country) preferred. However, other locations 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	Manager - Indigenous Employment
Client Focus – Internal	70%
Client Focus – External	30%
Number of Direct Reports	0



Role Overview

The Indigenous Employment Program Coordinator provides administrative and management coordination and delivering of CSIRO's Indigenous Employment Programs, specifically our entry and mid-level career programs such as the vocational research programs, cadetship and graduate programs across the organisation and will act as a cultural advocate, support and coach for program staff, supervisors, leaders and HR staff. This involves the development, revision, implementation and/or administration of policies, systems and procedures that assist the organisation and the organisation to achieve their objectives and meet Government and regulatory responsibilities.

The Indigenous Employment Program Coordinator will work collaboratively with key stakeholders across Research and Enterprise Units to support the delivery of CSIRO's Indigenous employment programs. This role is responsible for proactively building excellent relationships with Program participants, supervisors, leaders and HR 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. They will act as a trusted advisor and be the primary point of contact for all program matters.

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

Duties and Key Result Areas

- Support the design and implementation of CSIRO's Indigenous Employment and Engagement Programs for 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 Employment 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 Research 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 Research and Enterprise 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 unit to carry out tasks in support of CSIRO's scientific objectives.
- Adhere to the spirit and practice of CSIRO's Values, Code of Conduct, Health, Safety and Environment plans and policies, Diversity initiatives and Zero Harm goals.
- Other duties as directed.



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: Recognise 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.



Selection Criteria

Essential

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

1. Relevant tertiary qualifications and/or equivalent professional experience in Indigenous employment, human resources, business, or a related field.
2. Demonstrated experience in the development and implementation of Indigenous-led or co-designed projects or programs, with a strong preference for initiatives that support sustainable employment or economic development outcomes for Aboriginal and Torres Strait Islander peoples.
3. A strong demonstrated knowledge and understanding of Aboriginal and Torres Strait Islander societies, cultures, and the issues affecting these communities within Australian society, along with the ability to communicate sensitively and effectively with Aboriginal and Torres Strait Islander peoples.
4. Strong judgment and problem-solving skills, with the ability to proactively question assumptions, challenge bias and systemic discrimination, promote cultural safety, explore alternative approaches, and adopt a holistic perspective to achieve organisational outcomes
5. Demonstrated ability to synthesise complex information and produce high-quality written materials within tight timeframes, with strong presentation and facilitation skills that support two-way knowledge sharing between Indigenous and Western perspectives, and engagement with diverse audiences.
6. Demonstrated flexibility and ability to work effectively in complex and dynamic environments, with the capacity to adapt quickly, manage competing priorities, and proactively re-prioritise tasks as needed
7. Demonstrated ability and experience in navigating, communicating, and coaching cultural sensitivities and protocols of Aboriginal and Torres Strait Islander peoples within a complex organisational context.
8. Ability to travel throughout Australia as required.

Desirable

1. Good understanding of the diversity of science undertaken at CSIRO and its place in the National Innovation and Science Agenda.

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 be asked to obtain and provide evidence of a National Police Clearance or equivalent. 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.

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.

If you experience difficulties when applying, please email careers.online@csiro.au

Reference Checks

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.

Applications close

The closing date of this advertisement is ***Wednesday, 23rd April 2025, 11:00 pm AEST***

Enquiries

If you would like to have a confidential discussion about this role, please contact Taylor Bamin via email at Taylor.Bamin@csiro.au or the Indigenous Talent team at IndigenousCareers@csiro.au.

**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

