



Australia's National  
Science Agency

# Enterprise Services Indigenous Graduate Program

Identified role - Indigenous

Join CSIRO, where we make the impossible happen



# Join Team CSIRO

## 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.

## CSIRO – Australia’s national science agency

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.

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

The CSIRO Indigenous Science and Engagement Program (ISEP) aims to foster a science landscape that is in respectful partnership with Indigenous Australia, delivering innovative, sustainable, holistic solutions to meet our greatest national challenges. The ISEP team works with colleagues across CSIRO to influence and initiate changes in their own teams, enhancing engagement with Indigenous communities and cultivating more Indigenous-led science projects.

CSIRO’s Indigenous Graduate Program has been developed to support the Indigenous Science and Technology Sector by developing an Indigenous pipeline of future leaders and researchers of the innovation system.

For more information on our work, visit [csiro.au](http://csiro.au) and [csiro.au/research/indigenous-science](http://csiro.au/research/indigenous-science).

Cover: This original artwork design was commissioned by CSIRO and created by Marcus Lee, a proud Aboriginal descendant of the Karajarri people.

# Build your career with CSIRO

## Enterprise Services Indigenous Graduate Program

Our program offers more than just technical training in your discipline. The program is intended to enhance your capability through a strong focus on professional development so you can become a future leader in your field.

This 18-month program gives you the opportunity to learn from leaders in their field, connect with other Indigenous graduates across Australia and work on projects and build skills that are of interest to you.

You will be supervised by project and team leaders and have a dedicated Indigenous Graduate Program Coordinator. They will oversee the management of your development and placements to ensure you receive the best level of support, leadership, development and suitable work assignments that best match your career aspirations.

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

Successful candidates will receive:

- 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 placements

CSIRO will match you to a team or project to provide you with the desired experience, training and development that aligns with your studies and meets your career aspirations.

You will have the opportunity to either work on a project for your entire program or undertake multiple placements.

Your placement is designed to build your capability so you can pursue a career either with CSIRO or beyond. If you have any placement preferences, we welcome you to include this in the application process.

**Tenure:** Specified term of 18 months with on-going employment at the conclusion of the program for successful candidates.

**Salary range:** AU\$ \$72,818 to AU\$ 77,459pa (pro-rata for part-time) + up to 15.4% superannuation

**Location(s):** Any CSIRO site across Australia

**Relocation assistance:** Financial assistance to cover the cost of relocation, including flights and accommodation, if required.

## Eligibility

CSIRO is looking for Aboriginal and/or Torres Strait Islander people who have completed in the past 5 years, or will soon complete, an undergraduate university degree in any field who would like to work in an Enterprise Services area.

Our Enterprise Services teams include Communications and Marketing, Finance, Legal, Property, Information Technology, People and Culture and more.

Relevant undergraduate degrees could include:

- Accounting, Business and Commerce
- Communication, Marketing and Journalism
- IT, Data Science and Software Engineering

# Role and responsibilities

## Duties and key result areas

Successful candidates will participate in program activities and events, complete and maintain their learning and development plan and undertake role specific duties as part of their placements under the direction of a project or team leader with support from the Indigenous Graduate Program Coordinator.

While in the program, graduates will:

- Under limited supervision, undertake a range of activities in accordance with established procedures.
- Apply discretion as required in selecting the most appropriate method and sequence of completing tasks.
- Investigate and recommend changes to standard processes and procedures in line with technological advancement and their field of expertise.
- As required, provide support, information and/or instruction to staff outside their own work area or external client groups, often in an environment where there are conflicting priorities and deadlines to be met. This may include precedent-based advice on policy or procedural guidance to staff outside their work area.
- Maintain clear communication with clients regarding mutual expectations and monitor their satisfaction.
- May be responsible for the effective communication and dissemination of information effectively to bodies external to the Organisation including the general public.
- 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, regionally dispersed team to carry out tasks in support of CSIRO scientific objectives.
- Adhere to the spirit and practice of CSIRO's Values, Code of Conduct, Health, Safety and Environment procedures and policy, Diversity initiatives and Zero Harm goals.
- Other duties as directed.

## Competencies

- **Teamwork and collaboration:** Proactively seeks and considers the ideas and opinions of others from within and outside the team to help form decisions, plans or actions.
- **Influence and communication:** Puts forward ideas by presenting factual information supported by data, definitions, examples, illustrations or other aids which will assist in conveying meaning.
- **Resource management/leadership:** Provides instruction and assists other staff to complete allocated tasks and activities.
- **Judgement and problem solving:** Identifies and considers the implications of a range of available alternatives in order to select the most appropriate response to problems of a familiar or recurring nature.
- **Independence:** Recognises and makes immediate changes to improve performance (faster, better, lower cost, more efficiently, better quality, improved client satisfaction).
- **Adaptability:** Willingness to change ideas or perceptions based on new information, contrary evidence or other people's points of view. Prepared to try out different approaches.

## Selection criteria

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

- An undergraduate degree (graduated within the last 5 years) or will soon complete an undergraduate university degree in any field.
- Demonstrated experience participating and contributing to the goals and objectives of a team.
- Ability to communicate openly, effectively and respectfully with a diverse range of people using a range of communication methods (i.e. verbal, written, report, presentations).
- A desire to build a career with CSIRO.

## Special requirements

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

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) and therefore the position is only open to Aboriginal and/or Torres Strait Islander peoples with Australian Citizenship. Successful candidates are required to provide evidence to confirm that they are an Aboriginal and/or Torres Strait Islander person.

# How to apply

## Application process

If you are interested in CSIRO's Enterprise Services Indigenous Graduate Program and meet the requirements of the program, please apply online via [csiro.au/careers/impossiblewithoutyou](https://csiro.au/careers/impossiblewithoutyou).

To appropriately assess your application, provide a cover letter addressing the selection criteria and a resume detailing your work and education experience and interest in the program.

If you would like assistance with your application, please contact the Indigenous Graduate Program Coordinator.

## Interview process

Your first interview will be with the Indigenous Talent Acquisition Team to determine suitability and eligibility for the program.

If successful in the first interview, candidates will then be interviewed by relevant team and project leaders to assess suitability on specific projects of work which will determine a candidate's placement as part of the program.

## Further information

For more information about the program or if you would like a confidential conversation about this opportunity, please contact the Indigenous Graduate Program Coordinator, Tommy Zeaiter at [IndigenousCareers@csiro.au](mailto:IndigenousCareers@csiro.au)

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

CSIRO. Unlocking a better future for everyone.

### Contact us

1300 363 400  
[csiro.au/contact](http://csiro.au/contact)  
[csiro.au](http://csiro.au)

### Further information

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