



Australia's National
Science Agency

Enterprise Services Indigenous Graduate Program

(Identified Role – Indigenous)

Join CSIRO, where we make the impossible happen



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.

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.

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.

This vision requires disruptive and sustainable organisational change that will enable CSIRO to lead our Nation's science through an Indigenous knowledge and science lens.

The Indigenous Science and Engagement program (ISEP) 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 and 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.

CSIRO strategy

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

The challenges we are solving

Health and wellbeing	Enhance the health of Australians through preventative, personalised, biomedical, and digital health services.
Food security and quality	Achieve sustainable security through new AgriFood products, technology and innovation for Australia.
A secure Australia and region	Help safeguard Australia from threats (terrorism, regional instability, pandemics, biosecurity, disasters and cyberattacks).
Resilient and valuable environments	Enhancing the resilience, sustainable use and value of environments, including by mitigating and adapting to impacts of climate and global change.
Sustainable energy and resources	Build competitiveness, sustainability and security of energy and minerals resources while heading to Net Zero.
Future industries	Help create Australia's future industries and jobs by collaborating to boost innovation performance and promote STEM skills.

Our objectives to deliver

Deliver impact through innovation	Advance Australia's commercialisation of science and deliver new value from digital innovation.
Purpose driven science and technology	Deliver impact at scale aligned with the challenge we are solving and the portfolios of research directed to them. Invest in the right future science and technology to solve tomorrow's challenges.
Engage and empower talent	Attract world-class talent and strengthening our nation's STEM pipeline. Build a culture that makes us an employer of choice and operate in an adaptable, resilient and responsive way.
Build collaborative networks	Share our world-class national labs and facilities with industry, universities and government and harness the power of our diverse relationships for better outcomes.

Our vision is to create a better future for Australia

Our values underpinning how we work

Making it real

Trusted

People first

Further together

Enterprise Services Indigenous Graduate Program

Build your career with CSIRO

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.

Position Details

THE FOLLOWING INFORMATION IS FOR APPLICANTS

Job Reference	94099
Tenure	Full-time, 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 Australian CSIRO Site may be considered
Relocation Assistance	Will be provided to the successful candidate if required
Applications are open to	<p>The position is only open to Aboriginal and/or Torres Strait Islander peoples with Australian Citizenship who have completed at least an Australian Qualifications Framework Level 7 qualification (a Bachelor's degree), or higher equivalent in any field by 31 December 2023 and who would like to work in an Enterprise Services area.</p> <p>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>.</p> <p>Successful candidates are required to provide evidence to confirm that they are an Aboriginal and/or Torres Strait Islander person.</p>

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 is required to provide evidence that they have attained or will soon attain at least an Australian Qualifications Framework Level 7 qualification (a Bachelor's degree), or higher equivalent by 31 December 2023.

Role Overview

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

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.

Duties and Key Result Areas

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

Essential

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

1. To have completed or will soon complete at least an Australian Qualifications Framework Level 7 qualification (a Bachelor's degree), or higher equivalent in any field by 31 December 2023.
2. Demonstrated experience participating and contributing to the goals and objectives of a team.
3. 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).
4. A desire to build a career with CSIRO in an Enterprise Services area.

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

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.

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 two Referees – 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.

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

Applications close 11:00pm AEST, 01 October 2023

**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
csiro.au

