# Position Details

## Administrative Services- CSOF6

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| The following information is for applicants | |
| Advertised Job Title | ILUA Manager (Identified role – Indigenous) |
| Job Reference | 95231 |
| Tenure | Indefinite, Full‐time  Part‐time (no less than 30hr/wk) or job‐share arrangement will be considered. |
| Salary Range | AU$121,455‐ AU$142,321 pa (pro‐rata for part time) plus up to 15.4% superannuation |
| Location(s) | Perth or Geraldton, Western Australia |
| 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 |
| Position reports to the | Site Entity Leader |
| Client Focus – Internal | 30% |
| Client Focus – External | 70% |
| Number of Direct Reports | 0 |
| Enquire about this job | Contact: Kerry Ardern at kerry.ardern@csiro.au  or telephone +61 2 9372 4496 |
| How to apply | Apply online at <https://jobs.csiro.au/>  Internal applicants please apply via **Jobs Central**  If you experience difficulties when applying, please email [careers.online@csiro.au](mailto:careers.online@csiro.au) or call 1300 984 220. |

**Acknowledgement of Country**

CSIRO acknowledges the Traditional Owners of the land, sea and waters, of the areas 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](https://www.csiro.au/en/about/Indigenous-engagement/Reconciliation-Action-Plan).

**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](https://www.csiro.au/en/about/policies/child-safe-policy).

### Role Overview

CSIRO plays a leading role in one of the world’s largest radio astronomy projects: the SKA, which will be co‐hosted by Australia. The SKA telescopes will revolutionise our understanding of the Universe and the laws of fundamental physics. Enabled by cutting‐edge technology, the SKA promises to have a major impact on society, in science and beyond.

The SKA‐Low telescope is being built by the SKA Observatory (SKAO) at Inyarrimanha Ilgari Bundara, the CSIRO Murchison Radio‐astronomy Observatory (the Observatory**)** on Wajarri Yamaji country in Western Australia. CSIRO’s world‐class Observatory already hosts radio telescopes such as the Australian SKA Pathfinder and the Murchison Widefield Array.

CSIRO’s Site Entity team manages the Observatory on behalf of the nation, which encompasses land management, radio quiet protections and the Indigenous Land Use Agreement (ILUA). The Site Entity is also tasked with the preparation of other facilities to support construction and operation of SKA‐Low: at the Observatory in WA’s Murchison Shire, in Geraldton, and in Perth.

The ILUA Manager is a key member of the Site Entity’s leadership team with oversight of all aspects of CSIRO’s obligations under the ILUA and associated Cultural Heritage Management Plan (CHMP).

The role will be responsible for assisting CSIRO to work with the Wajarri Yamaji Native Title Common law holders and the Traditional Owners’ representative body, the Wajarri Yamaji Aboriginal Corporation (WYAC) a Registered Native Title Body Corporate (RNTBC), on the preservation and protection of Aboriginal Cultural Heritage and delivery of commitments embodied in the ILUA. This includes maintaining close relationships with key stakeholders in the Wajarri Yamaji community and WYAC; within SKAO, its contractors and other Observatory tenants; in government; and in CSIRO. The role involves understanding and translating ILUA requirements into readily understood project requirements and delivering, or overseeing delivery of, and reporting on, ILUA obligations.

### Duties and Key Result Areas

* Develop and lead long-term, working relationships with key stakeholders; acting as a respected and influential voice on matters pertaining to implementation of the ILUA and the preservation and protection of Aboriginal Cultural Heritage in interactions with WYAC, formal committees and other Traditional Owner bodies and individuals, State and Australian government and agencies, SKAO and its representatives, and CSIRO staff, in the interests of good business practice, collaboration and enhancement of CSIRO’s reputation.
* Develop and maintain a sound understanding of obligations within the ILUA and CHMP. Extract and define obligations from the ILUA, CHMP and relevant legislation, and work with others to translate these, as appropriate, into business cases/ project plans ready for approval and implementation.
* Negotiate the terms of contracts or project scope and delivery in support of delivering on CSRIO’s ILUA commitments. Develop work plans, allocate and monitor resources and achieve outcomes, applying sound judgement and critical thinking.
* Engage, procure, and coordinate services as required via CSIRO Procurement and, where appropriate, via the RNTBC (WYAC), or by Wajarri Yamaji contracting entities. Noting all procurements will require sound judgement based on knowledge of obligations under the ILUA, CSIRO procurement policies and procedures and Western Australian and Commonwealth Legislation.
* Take the lead in identifying solutions for potentially conflicting issues and/or conflicting obligations relating to the ILUA or preservation and protection of Aboriginal Cultural Heritage, liaising with relevant stakeholders and managing dispute resolution, as required.
* Work with the Observatory leadership team to coordinate ILUA-related activities on Site. Working with SKAO’s construction manager and the operations teams of other telescopes where necessary.
* Attend ILUA Liaison Committee meeting as an observer: representing CSIRO as required. Assist the Site Entity Leader in reporting on delivery of CSIRO’s ILUA obligations.
* Represent CSIRO at Heritage Protection Committee meetings and prepare and present proposals and/or report on delivery of CHMP objectives and assist in preparation of minutes, as required.
* Represent CSIRO in other external forums, as required, including in public, with industry, the Wajarri Yamaji community, or with Government.
* Maintain confidentiality when dealing with personal, commercially sensitive, or culturally sensitive information.
* Work with children and other vulnerable persons, doing so appropriately and respectfully.
* 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.

## **Selection Criteria**

#### Essential

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

1. Tertiary qualifications in a relevant discipline, and/or equivalent experience in consulting, law, or project management.
2. An ability to travel to remote locations within Western Australia on a regular basis (anticipated as monthly).
3. Demonstrated track-record of genuine consideration of Traditional Owners and Custodians as part of a project process and demonstrated experience engaging, interacting, and co-operatively working with Traditional Owners and RNTBCs.
4. Experience representing an organisation and/or project team in Aboriginal and/or Torres Strait Islander communities and respectfully delivering against organisational objectives.
5. A proven ability to establish and maintain co-operative relationships in a complex, multifaceted environment, anticipating potential issues and leading delivery of effective resolutions to complex problems.
6. Sound judgement, a proven ability to maintain confidentiality, and a demonstrated ability to deal with ambiguity and adapt to changing circumstances, with the capacity for self-motivation and self-management.
7. Possession of an Australian Class ‘C’ driver’s license (or equivalent).

## **Desirable**

1. Experience and knowledge of cultural heritage obligations under Indigenous Land Use Agreements and Commonwealth and Western Australian Legislation.
2. Experience working in remote environments and knowledge of construction practices and management, preferably within the Commonwealth framework.
3. Experience in tender preparation and management, preferably within the Commonwealth framework.

## **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:** Identifies critical stakeholders and influences them via an influential third party, for example through an established network, to gain support for sometimes contentious, proposals/ideas.
* **Resource Management/Leadership:** Provides leadership that fosters an environment that encourages new ideas and provides support for the development of emerging skills. Creates trust by displaying consistency, understanding, integrity and patience. Plans, seeks, allocates and monitors resources to achieve outcomes.
* **Judgement and Problem Solving:** Anticipates and manages problems in ambiguous situations. Develops and selects an appropriate course of action and provides for contingencies. Evaluates, interprets and integrates complex bodies of information and draws logical conclusions, synthesises proposals and defends options with reasoned arguments.
* **Independence:** Assesses the risk and opportunity of identified strategies, options and actions. Overcomes problems and setbacks in achieving goals. Invariably includes consideration of value-added future impact on bottom line when determining the optimal and efficient use of resources.
* **Adaptability:**Demonstrates flexibility in thinking and adapts to and manages the increasing rate of organisational change by adjusting strategies, goals and priorities.

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 communication respectfully with Aboriginal and/or Torres Strait Islander people.
* The successful candidate must be willing and able to travel to remote locations within Western Australia on monthly basis.

## **About CSIRO**

We solve the greatest challenges through innovative science and technology. Visit [CSIRO Online](http://www.csiro.au/) and [Space and astronomy - CSIRO](https://www.csiro.au/en/research/technology-space/astronomy-space) for more information.

CSIRO is a values-based organisation.  In your application and at interview you will need to demonstrate behaviours aligned to our values of:

* People First
* Further Together
* Making it Real
* Trusted