

## Position Details

### Administrative Services – CSOF2

#### THE FOLLOWING INFORMATION IS FOR APPLICANTS

Advertised Job Title	Buildings and Fleet Officer - SKA-Low Telescope
Job Reference	98251
Tenure	3 year specified term - Full-time, Part-time or Job-share
Salary Range	CSOF2 - AU\$56,908 to AU\$68,410 per annum, plus 15.4% superannuation
Location(s)	Geraldton, Western Australia
Relocation Assistance	Will be provided to the successful candidate if required
Applications are open to	Australian/New Zealand Citizens and Australian Permanent Residents
Client Focus – Internal	0%
Client Focus – External	100%
Position reports to the	This position will report to the SKA-Low Site Manager
Number of Direct Reports	0
Enquire about this job	To enquire about this job please reach out to the SKA-Low Site Manager, Mark Bennett, on <a href="mailto:mark.bennett@csiro.au">mark.bennett@csiro.au</a> for more information.
How to apply	Apply online at <a href="https://jobs.csiro.au/">https://jobs.csiro.au/</a> Internal applicants please apply via <b>Jobs Central</b> If you experience difficulties when applying, please email <a href="mailto:careers.online@csiro.au">careers.online@csiro.au</a> 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](#).

#### The CSIRO Experience

As an employee of CSIRO, you will be eligible for the many benefits of working at Australia's National Science Agency. You can read more here:

1. [Life at CSIRO](#)
2. [Personal Development & Learning](#)
3. [Generous Leave & Conditions](#)
4. [Work / Life Balance](#)

## Background

The SKA Observatory (SKAO) is a next-generation radio astronomy facility that will revolutionise our understanding of the Universe and the laws of fundamental physics. Enabled by cutting-edge technology, it promises to have a major impact on society, in science and beyond. As an intergovernmental organisation, the SKAO brings together sixteen countries around the world.

The SKAO has an international footprint and consists of the SKAO Global Headquarters in the UK, the SKAO's two telescopes at radio-quiet sites in South Africa and Australia, and associated facilities to support the operations of the telescopes.

Constructing and operating these telescopes will position the SKAO as the leading research infrastructure for radio astronomy globally, providing science capabilities to the international astronomical community for decades to come.

Australia will host the SKAO's low frequency telescope (SKA-Low) in remote Western Australia on Wajarri Yamaji Country.

The Traditional Owners and native title holders, the Wajarri Yamaji, have gifted CSIRO with the traditional name Inyarrimanha Ilgari Bundara for the CSIRO Murchison Radio-astronomy Observatory, home to the SKA-Low telescope. The traditional name means 'sharing sky and stars' in the Wajarri language.

In Australia, SKAO is collaborating with CSIRO to operate and support the construction of the SKA-Low Telescope. SKA-Low teams will operate out of:

- Inyarrimanha Ilgari Bundara, the CSIRO Murchison Radio-astronomy Observatory on Wajarri Yamaji Country.
- Our Engineering Operations Centre on Nhanhangardi, Naaguja, Wilynyu and Amangu Country in Geraldton.
- Our Science Operations Centre on Whadjuk Noongar Country in Perth.

Further Reading: [Explore CSIRO and the SKA-Low Telescope Project](#)

## Role Overview

The SKA-Low Buildings and Fleet Officer will be responsible for a variety of tasks essential to the smooth operation of the SKA-Low team's buildings and vehicles. The role involves assisting different teams and staff members with both routine and ad hoc tasks, often focusing on practical, hands-on work. The ideal candidate should be flexible, dependable and willing to take on new tasks, including administrative duties and physical tasks.

This role will require a willingness and ability to travel interstate as required, noting we work hard to accommodate personal arrangements.

CSIRO and the SKA Observatory value and respect difference, and we are committed to building an inclusive culture by creating an environment where you can balance a successful career with your commitments and interests outside of work. We believe that you will do your best at work if you have a work / life balance. We are open to discussing flexible working opportunities with this role being offered on a full-time, part-time or job share basis. Please raise your preference in your application.

## Duties and Key Result Areas

- Perform the vehicle checks and inspections of the SKA-Low fleet of vehicles to ensure they are fit for use.

- Perform aspects of maintenance on the vehicles including cleaning (internally and externally) and refuelling.
- Deliver and collect vehicles from maintenance providers.
- Assist with maintaining cleanliness and organisation of the workplace including tidying up shared spaces and refilling supplies.
- Perform goods receipting, collection, and minor freight errands when needed.
- Deliver vehicles, people and / or minor freight to the telescope construction site in the Murchison region of Western Australia.
- Assist with basic building maintenance tasks such as moving items and minor repairs.
- Assist with basic administrative tasks and attend team planning meetings as required
- Other reasonable activities as directed.

### Selection Criteria

CSIRO is an Equal Opportunity employer working hard to recruit world-class talent that represents the diversity across our society. As part of our commitment to equitable employment outcomes for under-represented groups, preference will be given to Aboriginal and Torres Strait Islander people who meet the role criteria. CSIRO conscious inclusion practices are intended to constitute a special/equal opportunity/affirmative measure under section 8(1) of the Racial Discrimination Act 1975 (cth).

### Essential

*Under CSIRO policy only those who are able to demonstrate how they can meet the essential criteria may be appointed.*

- Western Australian Certificate of Education (WACE) or equivalent.
- Australian “C” class driving licence held for at least two years (Evidence must be provided).
- Strong communication skills with the ability to follow instructions accurately.
- Demonstrable ability to multi-task and manage time effectively.
- Demonstrable computer skills, in particular Microsoft Outlook, Teams and Zoom.
- A proactive and positive attitude towards taking on any task, no matter how large or small.

### Required 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.

## Special Requirements

- The successful candidate will be required to gain a National Police Clearance or equivalent. This will be conducted by CSIRO, Talent Services, through our provider HireRight. Please note that individuals with criminal records are not automatically deemed ineligible. Each application will be considered on its merits.
- The successful candidate will be required to undertake a pre-employment medical examination prior to commencement.

## 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](#).

## CSIRO and SKAO Values

Visit [CSIRO Online](#) and [Space and Astronomy](#) and [SKAO online](#) and [SKAO Location](#) for more information. In your application and at interview you will need to demonstrate behaviours aligned to our values of:

CSIRO	SKA Observatory
<ul style="list-style-type: none"><li>• People First</li><li>• Further Together</li><li>• Making it Real</li><li>• Trusted</li></ul>	<ul style="list-style-type: none"><li>• Diversity and Inclusion</li><li>• Excellence</li><li>• Collaboration</li><li>• Creativity and Innovation</li><li>• Sustainability and Safety</li></ul>