



Accommodation & Hospitality Attendant (Identified Role – Indigenous)

Boolardy Facility – Murchison

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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.

Boolardy Accommodation Facility (Murchison)

The Boolardy Accommodation Facility (BAF), which supports workers at Inyarrimanha Ilgari Bundara, the CSIRO Murchison Radio-astronomy Observatory, is located on Boolardy Station in the Murchison region of Western Australia, about 370km from Geraldton.

The Observatory is home to world-leading radio astronomy projects like *ASKAP*, *MWA*, *EDGES*, and the new *SKA Low* telescope under construction. It's a quiet, remote site with strong cultural significance and is managed under an Indigenous Land Use Agreement (ILUA).

To support the Observatory, CSIRO runs a 40-bed accommodation facility at Boolardy for staff and visitors working on site. Accommodation is in individual donga-style rooms with private bathrooms. Shared facilities include a dining room, kitchen, gym, laundry, and recreation areas. Meals are fully catered.

Staff usually work on a week-on/week-off FIFO or DIDO roster, with flexibility in travel options. FIFO is preferred from Geraldton, where a charter flight is available.

The facility has:

- A fully catered kitchen and dining area
- Laundry, gym, office space, and recreation rooms
- A week-on/week-off roster, with accommodation and meals provided during shifts

Due to the site's cultural and scientific importance, all staff must complete cultural heritage training in line with the Indigenous Land Use Agreement (ILUA).



Indigenous Science and Engagement

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.

Aboriginal and Torres Strait Islander Employment

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.

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 our workforce as of June 2025.

For more information visit [Aboriginal and Torres Strait Islander careers at CSIRO and Indigenous science at CSIRO](#).

Position Details

General Services – CSOF2

THE FOLLOWING INFORMATION IS FOR APPLICANTS

Job Reference	100746
Tenure	Casual – rostered shift work (approx. 35–40 hours per fortnight) Two positions available
Salary Range	AU\$30.81 – AU\$37.04 per hour + 25% casual loading + up to 15.4% superannuation + additional Murchison Site Allowance
Location(s)	Boolardy Accommodation Facility (BAF), Murchison, WA
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 filling this position to be 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	Facilities Manager, Boolardy Accommodation Facility (BAF)
Client Focus – Internal	100%
Client Focus – External	0%
Number of Direct Reports	0



Role Overview

The Accommodation & Hospitality Attendant is a hands-on operational role responsible for delivering high-quality cleaning, kitchen, and laundry services at CSIRO's Boolardy Accommodation Facility (BAF) in remote Western Australia.

Working on a FIFO or DIDO roster, you will carry out a range of essential tasks that ensure accommodation rooms and shared facilities are clean, safe, and welcoming. This includes preparing rooms between guest stays, assisting the chef with meal preparation and kitchen duties, operating laundry services, and maintaining general site hygiene. The role is usually delivered on a split-shift basis and includes rostered week-on/week-off arrangements, with flexibility depending on operational needs. FIFO from Geraldton is preferred.

You will report to the Accommodation Facility Manager and work as part of a small, supportive team. While experience in hospitality or cleaning services is ideal, training can be provided for the right candidate who brings a good work ethic and strong team values.

This role is based at Inyarrimanha Ilgari Bundara, the CSIRO Murchison Radio-astronomy Observatory, and includes cultural heritage training aligned with the site's Indigenous Land Use Agreement (ILUA). Meals and accommodation are provided on-site during rostered shifts.

Duties and Key Result Areas

- Clean donga-style accommodation rooms after staff leave and before new staff arrive. This includes mopping, vacuuming, wiping surfaces, cleaning bathrooms, changing linen, and emptying bins.
- Use cleaning equipment such as carpet shampooers, vacuums, pressure washers, steam cleaners, and dishwashers as needed.
- Wash and dry bed sheets, towels and other linen for the accommodation facility.
- Help the chef with basic food preparation, serving, and cleaning up in the kitchen and dining areas.
- Unpack deliveries and help restock supplies to keep kitchens, laundry, and cleaning areas well organised.
- Follow daily instructions and ask for help when unsure, using good judgement to complete tasks safely and to a high standard.
- Be part of a team that shares jobs fairly and supports each other to get everything done on time.
- Under general supervision, undertake a range of general operations tasks in accordance with established guidelines.
- May receive specific instruction for each task with some scope to exercise judgement in the selection of the most appropriate methods from a limited number of available alternatives.

- Maintain clear communication with clients regarding mutual expectations and monitor client satisfaction.
- Organise materials, equipment and services on behalf of the work group or for others outside the work group including obtaining quotations from external contractors as required.
- Provide on-the-job training to other staff in the work area as required and support new staff by showing them how to do jobs and where things are kept, when asked.
- 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 team 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 procedures and policy and diversity initiatives.
- Respect the cultural heritage of the site and follow the rules set out in cultural awareness training and the ILUA agreement.
- Other duties as directed.

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.



Selection Criteria

Essential

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

1. Minimum Year 10 education or equivalent training, and/or relevant work experience in cleaning, housekeeping, or kitchen support in hospitality, accommodation, or similar settings.
2. Ability to work as part of a team, show respect for others, and help create a positive and safe workplace.
3. Reliability and readiness to work in a remote location, including on a fly-in/fly-out (FIFO) or drive-in/drive-out (DIDO) roster, such as week-on/week-off shifts.
4. Ability to follow safe work procedures and use cleaning equipment (like vacuums and pressure washers) with care, including understanding of hygiene, manual handling, and basic food safety.
5. Good communication skills, including being able to listen, ask questions, and speak respectfully with others.

Desirable

1. Food Safety certification.
2. A current Australian driver's licence.

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 travel, on a shift work basis, to the Boolardy Accommodation Facility.

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.

Enquiries

If you would like to have a confidential discussion about this role, please contact **Rochelle Desmond** via email at rochelle.desmond@csiro.au or phone +61 8 9923 7722, or contact 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/contact

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