



Australia's National
Science Agency

Indigenous Land Use Agreement (ILUA) Support Officer (Identified Role – Indigenous)

Join CSIRO – Australia's leading scientific research organisation



Contents

Acknowledgments.....	2
Acknowledgement of Country	2
Acknowledgement of artist and artwork.....	2
Child Safety	2
About CSIRO	3
Space and astronomy	4
Indigenous Science and Engagement	5
Aboriginal and Torres Strait Islander Employment	5
Position Details	6
Role Overview	7
Duties and Key Result Areas	7
Required Competencies.....	8
Selection Criteria.....	9
Flexible Working Arrangements	10
Diversity and Inclusion.....	10
How to apply	10
Reference Checks.....	11
Applications close	11
Enquiries	11

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 51 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.

Visit CSIRO.au for more information.

Space and astronomy

Our space and astronomy research enables humanity to better understand the Earth and Universe. This understanding, and our innovative science and technology, contributes to solving the greatest challenges, building future industry, and serving customers from across Australia and the world.

About Inyarrimanha Ilgari Bundara, our Murchison Radio-astronomy Observatory

Our observatory on Wajarri Yamaji Country in remote Western Australia is home to our ASKAP radio telescope as well as other international radio astronomy projects, including the SKA Observatory's SKA-Low telescope. A five-hour drive inland from Geraldton and 800 km north-east from Perth, the site is situated away from interfering signals caused by TV, radio, Bluetooth and mobile phones, making it one of the best places in the world for radio astronomy.

In 2022 a new Indigenous Land Use Agreement (ILUA) with the Wajarri Yamaji was signed by CSIRO together with the Australian and Western Australian governments. The ILUA protects Wajarri cultural heritage alongside the construction and operation of the telescopes.

The first outcome from the new ILUA was a dual name for the site, Inyarrimanha Ilgari Bundara, the CSIRO Murchison Radio-astronomy Observatory. *Inyarrimanha ilgari bundara* means 'sharing sky and stars' in the Wajarri language. This is just one example of Wajarri language used on site, which also includes a Wajarri name for each ASKAP antenna.



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 2024.

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

Position Details

Administrative services- CSOF4

THE FOLLOWING INFORMATION IS FOR APPLICANTS	
Advertised job title	ILUA, Support Officer (Identified Role – Indigenous)
Job Reference	101564
Tenure and work schedule	Specified Term of 3 years Full-time. Part-time (no less than 30hrs/wk); or Job-share considered. We will explore options for part-time, job-share and flexible work arrangements based on needs of the role and individual circumstances.
Salary range	AU\$100,103 - AU\$113,251 per annum (pro-rata for part-time) plus 15.4% superannuation
Location(s) and office arrangements	Perth/Boorloo (Kensington), Whadjuk Noongar Boodja. Hybrid working available. Flexible work options available.
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	ILUA Manager, Inyarrimanha Ilgari Bundara, the CSIRO Murchison Radio-astronomy observatory
Client Focus – Internal	20%
Client Focus – External	80%
Number of Direct Reports	0



Role Overview

CSIRO manages Inyarrimanha Ilgari Bundara, the CSIRO Murchison Radio-astronomy Observatory on Wajarri Yamaji Country in Western Australia. Home to world class telescopes, the observatory site is also hosting the SKA Observatory (SKAO)'s SKA-Low telescope, currently under construction.

As Traditional Owners and Native Title Holders of the observatory site the Wajarri Yamaji gifted CSIRO with the traditional name Inyarrimanha Ilgari Bundara for the CSIRO Murchison Radio-astronomy Observatory, meaning 'sharing sky and stars' in the Wajarri language.

The observatory site is subject to an Indigenous Land Use Agreement (ILUA), which covers all activities within its bounds, including the construction of the SKA-Low. CSIRO's Site Entity team manages the observatory site on behalf of the Australian Government.

The ILUA Officer is responsible for assisting CSIRO to work with the Wajarri Yamaji Native Title Common Law Holders, represented by Wajarri Yamaji Aboriginal Corporation (WYAC) a RNTBC, the SKA Observatory, and the Australian Government, represented by the Department of Innovation Science and Resources, to ensure CSIRO meets its obligations under the ILUA and associated Cultural Heritage Management Plan (CHMP).

This includes monitoring and reporting of obligations, closely managing and maintaining relationships and assisting to interpret requirements into project requirements.

Duties and Key Result Areas

- Assist the ILUA Manager and Site Entity team to identify, plan and deliver ILUA obligations, as well as benefits and opportunities for the Wajarri Yamaji People.
- Lead the day-to-day coordination and administration of training, including planning, record keeping, catering, reporting, and financial coordination to ensure all ILUA obligations are met.
- Provide high-level project support to the ILUA Manager, Site Entity team and Communication Lead - Site Entity and SKA project, ensuring effective documentation, and communication across Site Entity and broader CSIRO teams.
- Facilitate and coordinate activities between the ILUA Manager, Site Entity team and members of the Wajarri Yamaji community, including event and meeting logistics, agenda preparation, note-taking, action tracking, and follow-up communication.
- Maintain comprehensive and accurate project records, including engagement logs, milestone tracking, financial documentation, and cultural guidance notes, in alignment with CSIRO's data and privacy standards to track compliance obligations from the ILUA and CHMP.
- Assist in the collation and communication of Wajarri Yamaji contracting and employment opportunities.
- Assist in preparation of business cases and project plans suitable for endorsement and implementation.
- Show initiative in interpreting policies and procedures and developing systems.

- Maintaining collaborative relationships with key project stakeholders, to proactively assist in delivery of ILUA obligations, including with the Wajarri Yamaji community in conjunction with the ILUA Manager.
- 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'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
- Other duties as directed.

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: Uses knowledge of other party's priorities and adapts presentations or discussions to appeal to the interests and level of the audience. Anticipates and prepares for others' reactions.

Resource Management/Leadership: Allocates activities, directs tasks and manages resources to meet objectives. Provides coaching and on the job training, recognises and supports staff achievements and fosters open communication in the team.

Judgement and Problem Solving: Investigates underlying issues of complex and ill-defined problems and develops appropriate response by adapting/creating and testing alternative solutions.

Independence: Recognises and makes immediate changes to improve performance (faster, better, lower cost, more efficiently, better quality, improved client satisfaction).

Adaptability: Copes with ambiguity or situations that lack clarity. Adapts readily to changing circumstances and new responsibilities (which may include activities outside own preferences) in the interests of achieving team objectives. Recognises the need for and undertakes personal development as a result of changes.



Selection Criteria

Essential

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

1. Demonstrated experience supporting a diverse, multidisciplinary team working in a complex environment.
2. Strong interpersonal and oral and written communication skills, with the ability to work respectfully and collaboratively with Aboriginal and/or Torres Strait Islander communities, Elders, and organisations.
3. Demonstrated ability to provide high-quality project coordination and administrative support, including scheduling, meeting facilitation, record-keeping, and managing multiple tasks across timelines and priorities.
4. Strong organisational and problem-solving skills, with the ability to interpret procedures, evaluate options, and seek appropriate guidance to deliver project outcomes effectively.
5. Demonstrated proficiency with the MS Office 365 suite, including Teams, and business systems such as for travel bookings, purchasing/procurement, expense reconciliation and records management.
6. Sound judgement with an enquiring, analytical approach to solving problems and delivering outcomes.
7. Ability to work independently while also being a willing and active contributor to a small, dedicated, close-knit team.
8. Demonstrated commitment to health, safety and wellbeing of staff.
9. This role has child safety obligations. Accordingly, the successful candidate will be required to obtain or provide evidence that they hold a working with children check prior to confirmation of appointment.

Desirable

1. Previous experience with Traditional Owner agreement implementation and heritage management.
2. Experience working in a research or government environment, particularly in roles requiring coordination, stakeholder engagement, or program delivery.

Setting you up for success

We understand that not everyone works in the same way and sometimes people may require reasonable support and adjustments to perform at their best. Whether related to the recruitment process and or the role itself, this may include options such as providing different methods of communication, flexible hours or physical adjustments to work methods. If you feel comfortable, we encourage you to share any support and adjustments you may need to carry out the inherent requirements of the role. Please contact us at careers.online@csiro.au if we can help you to participate equitably in our recruitment process.

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.
- This role has child safety obligations. Accordingly, the successful candidate will be required to obtain and provide evidence that they hold a valid paid/employee (not volunteer) Working with Children/ Vulnerable People Check prior to confirmation of appointment.
- 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 communicate respectfully with Aboriginal and/or Torres Strait Islander people.

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 us at 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.

Applications close

The closing date of this advertisement is ***Sunday 30th November 2025, 11:00pm AEDT***

Enquiries

If you would like to have a confidential discussion about this role, please contact Pete Gooda, ILUA Manager via email at pete.gooda@csiro.au or phone +61 8 6436 8667 or the Indigenous Employment 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

1300 363 400
+61 3 9545 2176
csiro.au/contact
csiro.au

