



## Position Details

### Technical Services - CSOF3 & CSOF4

| THE FOLLOWING INFORMATION IS FOR APPLICANTS |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|---------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Advertised Job Title</b>                 | Trades Assistant & HSE Advisor                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>Job Reference</b>                        | 101701                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>Tenure and work schedule</b>             | Specified term for 3 years<br>Full-time or Part-time (minimum 0.8 FTE).                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>Salary Range</b>                         | CSOF3: AU\$76,068 - AU\$96,813 per annum (pro-rata for part-time) plus up to 15.4% superannuation<br>CSOF4: AU\$100,103 - AU\$113,251 per annum (pro-rata for part-time) plus up to 15.4% superannuation<br><i>Plus additional on-call allowances</i><br><b>*NB:</b> This position is offered across two CSOF levels, the appointment level will be determined by the qualifications, skills and relevant experience of the successful candidate's ability to meet essential and desirable selection criterion. |
| <b>Location(s)</b>                          | Parkes, NSW (Wiradjuri Country)<br>Work on the iconic "The Dish", our Murriyang telescope at the Parkes Observatory.<br>Onsite role with flexible start and finish times.                                                                                                                                                                                                                                                                                                                                       |
| <b>Relocation Assistance</b>                | Will be provided to the successful candidate if required                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Applications are open to</b>             | Australian/New Zealand Citizens and Australian Permanent Residents                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>Position reports to the</b>              | Site Leader Parkes Observatory                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>Client Focus – Internal</b>              | 90%                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Client Focus – External</b>              | 10%                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Number of Direct Reports</b>             | 0                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>Enquire about this job</b>               | Tim Ruckley by email: <a href="mailto:Tim.Ruckley@csiro.au">Tim.Ruckley@csiro.au</a>                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>Support and workplace adjustments</b>    | We offer a range of reasonable supports and workplace adjustments. Please let us know via email at <a href="mailto:careers.online@csiro.au">careers.online@csiro.au</a> if we can help you to equitably participate in our recruitment process or the role itself.                                                                                                                                                                                                                                              |
| <b>How to apply</b>                         | Apply online at <a href="https://jobs.csiro.au/">https://jobs.csiro.au/</a><br>Internal applicants, please apply via <b>Jobs Central</b><br>If you experience difficulties when applying, please email <a href="mailto:careers.online@csiro.au">careers.online@csiro.au</a>                                                                                                                                                                                                                                     |

## 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](#).

## Diversity, inclusion and belonging

At CSIRO, diversity, equity, and inclusion are central to our purpose and impact. We value diverse perspectives, which drive innovation and help us address complex challenges.

Inclusion is key to our culture, ensuring everyone feels supported and empowered to contribute their best work. We recognise the intersectionality of experiences, identities, and social factors that shape each individual. By embracing diversity, we learn from the uniqueness of our people, creating a culture where all belong. CSIRO is an equal opportunity employer, recruiting based on merit and reflecting the community we serve. We value diversity in all its forms, including age, nationality, ability, culture, gender, sexuality, faith, education, and thought.

## 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 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.

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:

- [Life at CSIRO](#)
- [Personal development and learning](#)
- [Generous leave conditions and benefits](#)
- [Work / life balance](#)



## About the Australia Telescope National Facility

CSIRO operates several radio astronomy observatories and data archives that are collectively known as the Australia Telescope National Facility (ATNF). Our technology development program is the cornerstone of the ATNF and is an internationally recognised source of innovative radio astronomy instrumentation, which leads to societal impact.

The ATNF includes:

- the ASKAP radio telescope with its wide field-of-view in a legislated radio quiet zone,
- the Australia Telescope Compact Array with its wide frequency coverage, quick response times and flexible configurations,
- Murriyang, our Parkes radio telescope, which is the largest single-dish radio telescope dedicated to science observations in the southern hemisphere,
- the Long Baseline Array (LBA) providing very long baseline interferometry across Australia,
- the Mopra radio telescope, which is used for single-dish observations, particularly at millimetre wavelengths and as part of the LBA
- astronomical data archives that currently provide 15PB of data, as well as various catalogues, databases and software packages used for obtaining and processing data from our facilities, and
- a comprehensive range of expertise, spanning from the intricacies of front-end receivers to deploying machine learning algorithms for analysing the vast data volumes contained within our archives.

Visit [Australia Telescope National Facility - CSIRO](#) for more information. For two semesters each year, the ATNF accepts Principal Investigator-driven proposals from the national and international community.

The ATNF has been involved with the international SKA project from its inception, has contributed to its design, and is delivering the beam-forming instrumentation and local infrastructure for the SKA-Low telescope in Australia. In Australia, CSIRO is partnering with the SKA Observatory to build and operate the SKA-Low telescope. The ATNF's locations, telescopes and engineering expertise are in an excellent position to support and extend the science goals of the SKA telescopes over the next decade.

The ATNF forms part of CSIRO's Space & Astronomy research unit, and together we aim to enable humanity to understand our 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 Parkes Observatory

Murriyang, our 64-m Parkes radio telescope, is located 20 km outside Parkes in the central-west region of New South Wales, about 380 kilometres from Sydney. An icon of Australia, Murriyang is the largest single-dish telescope in the southern hemisphere dedicated to radio astronomy, and has an outstanding international reputation for exceptional performance and astronomical research. The site also hosts a 12-m radio telescope which serves as a science and engineering testbed, and a Visitors Centre that welcomes over 100,000 people per year as part of an important outreach role centred around Murriyang.

The telescope operates at wavelengths ranging from 70 cm to 1 cm. It is maintained as a state-of-the-art instrument and carries out world-class astronomical research, with pulsar and neutral hydrogen studies being predominant in recent years. Its large dish surface makes Murriyang very sensitive, and it is ideally suited to finding pulsars, rapidly spinning neutron stars the size of a small city. It is instrumental in finding over 2500 new galaxies in our local region.

The Parkes 64-m telescope's receiver fleet is currently undergoing a major upgrade, with an ultra-wide-band feed (UWL) covering 700 MHz to 4 GHz already installed and commissioned, a cryogenically-cooled Phased Array Feed (CryoPAF) under commissioning, and an additional ultra-wide-band feed covering 4 GHz to 26 GHz, with options up to 32 GHz, in execution.

While it is operated primarily for astronomy research, it continues its long history supporting space tracking activities for NASA, other space agencies, and recent deep space missions. Visit [Murriyang, our Parkes radio telescope - CSIRO](#) for more information.

## Role Overview

The role of Technical Services staff in CSIRO is to provide support for scientific research in a diverse range of laboratory and field situations across a range of different research projects. This support consists of the application of accepted technical practices and the development of new practices. The work is usually carried out as a member of a centralised service.

We are seeking a Trade Assistant and Health, Safety and Environmental Advisor to be part of the ATNF Operations Program to support the Parkes Observatory Operations.

For the Trades Assistant component, you will support the on-site technical team, which cover a diverse range of laboratory, workshop and field support across multiple functional areas, including mechanical, electrical and electronics.

For the Health, Safety and Environment Advisor, you will support the onsite team with composing and reviewing risk assessments, safe work instructions, and provide support to ensure safety-based culture on the site. This includes documenting and reporting risk, incidents, near misses and hazards, as well as implementing recommendations and actions from safety reviews.

For a candidate who are Trade Assistant, and has demonstrated experience as a HSE advisor, may be hired at a higher CSOF level (CSOF4) if they meet the selection criteria, else this opportunity is open to a Trades Assistant at a CSOF3 level.

Candidates with specific appropriate experience in a Health, Safety and Environmental advisor capacity are also strongly encourage to apply for this role.

CSIRO S&A is committed to providing a safe and inclusive work culture and implementing initiatives to improve diversity and equity within our workplaces. This role is offered on a full-time or part-time basis.

## Duties and Key Result Areas at CSOF3

- Undertake routine maintenance tasks such as lubrication, oil and grease sampling, and service inspections, and providing fault-finding support for various mechanical and electromechanical systems.
- Maintain accurate maintenance logs, mark-up engineering drawings and update documentation.
- Assist with maintaining stores, workshop and laboratories.
- Assist in identifying and implementing preventive maintenance routines and safe work procedures.
- Assist in a range of site activities, which can include telescope equipment changes, stores support, general site support to ensure the safe and efficient operation of the observatory systems and site.
- Occasional travel to other CSIRO sites may be required for periods up to a week.
- Support and foster the Parkes Observatory health and safety culture.
- Work collaboratively as part of a multi-disciplinary, often regionally dispersed team to carry out tasks in support of CSIRO scientific objectives.
- Communicate openly, effectively and respectfully with all staff, clients, contractors and suppliers in accordance with good business practice, collaboration and enhancing CSIRO's reputation.

- Adhere to CSIRO's Values, Health, Safety and Environment plans and policies, Diversity initiatives and Zero Harm goals.
- Other duties as directed.

#### **Additional duties and key result areas for CSOF4 appointment**

- Promote workplace safety by adhering to HSE policies and procedures, including PPE usage and hazard reporting.
- Conduct safety checks on equipment and workspaces to identify risks and ensure compliance with regulations.
- Assist in incident reporting and investigation processes, helping document and communicate findings
- Maintain accurate records of maintenance activities, safety inspections, and compliance logs.
- Participate in toolbox talks and safety briefings to stay updated on procedures and risks.
- Liaise with CSIRO corporate HSE support and communicate changes and new expectations to the Parkes Observatory team.

#### **Selection Criteria at CSOF3 (and CSOF4)**

##### **Essential**

1. Due to the specific duties and/or conditions associated with this role, it is essential that the preferred applicant can climb steep stairs and ladders and work on structures at height of up to 60m and at times works in confined spaces (occasionally).
2. Hold a current Class 'C' Australian driver's license (or equivalent).
3. Demonstrated industrial experience as a trade assistant that contributed to the maintenance and operation of one or more of the following: mechanical systems, hydraulics, open gearing, gearboxes, diesel generators and hoists.
4. Demonstrated experience in fault finding and diagnosis of issues, including interpretation of documentation and drawings where needed.
5. High level of interpersonal skills, including being respectful and collaborative, building trust, listening, and using discussions to find common ground. Good written and verbal communication skills.
6. Proven ability to utilise computer software packages for general correspondence and documentation updates.

##### **Desirable**

1. Experience in either mechanical, electrical, refrigeration or welding and fabrication trades.
2. Working at Heights certificate and Heights Rescue Training certificate.
3. Any of the following licenses or be willing to obtain once employed
  - General Construction induction (White Card)
  - Elevated Work Platform License (HRW-WP)
  - Forklift License (Class LF)
  - Medium Ridged (MR) Truck License

### Additional criterion for a CSOF4 appointment (as an HSE advisor)

1. Previous work experience in mechanical or industrial settings, in a support role with specialisation at HSE coordinator, is highly valued.
2. Demonstrated understanding of WHS regulations and safe work practices.
3. Strong awareness of safety protocols and environmental standards.
4. Ability to report hazards and participate in safety investigations or audits.
5. Have a First Aid Certificate or be prepared to obtain one once employed.

### Not sure if you meet all the criteria?

Don't let that stop you from applying. We recognise there are many pathways to developing skills and experience, and we can consider appointing at different levels depending on what you bring. If you have more experience and capability than outlined, the role may be upgraded to a higher level; likewise, if you are still developing in some areas, we may be able to offer the role at a lower level. If you'd like to discuss whether this opportunity could be the right fit, please contact the person listed on page 1.

### Required Competencies at CSOF3

- **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:** Recognise 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.

### Required Competencies at CSOF4

- **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:** Recognise 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.

## 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 reach out to us at [careers.online@csiro.au](mailto:careers.online@csiro.au) if we can help you to equitably participate in our recruitment process or the role itself.

## CSIRO values

CSIRO is a values-based organisation committed to values-based leadership.

| Value                   | Descriptor                                                                                                                                                                                                                                                 | Behaviour                                                                                                  |
|-------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------|
| <b>People first</b>     | Our priority is the safety and wellbeing of our people. We believe in, and respect, the power of diverse perspectives. We seek out and learn from our differences.                                                                                         | <ul style="list-style-type: none"> <li>• Respectful</li> <li>• Caring</li> <li>• Inclusive</li> </ul>      |
| <b>Further together</b> | We achieve more together than we ever could alone. We listen and collaborate, in teams, across disciplines, across boundaries. We embrace ambiguity and use discussion and persistence to generate unique solutions to complex problems.                   | <ul style="list-style-type: none"> <li>• Accountable</li> <li>• Authentic</li> <li>• Courageous</li> </ul> |
| <b>Making it real</b>   | We do science with real impact. We thrive when taking on the big challenges facing the world. We take educated risks and defy convention. We celebrate successes and failures and leverage them to learn as we strive to be the force for positive change. | <ul style="list-style-type: none"> <li>• Partnering</li> <li>• Cooperative</li> <li>• Humble</li> </ul>    |
| <b>Trusted</b>          | We're driven by purpose but remain objective. We fight misinformation with facts. We earn trust everywhere through everything we do. We trust each other and we hold                                                                                       | <ul style="list-style-type: none"> <li>• Curious</li> <li>• Adaptive</li> </ul>                            |

|  |                                                                                |                   |
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|  | each other accountable. Together our actions drive Australia's trust in CSIRO. | • Entrepreneurial |
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### Child safety

CSIRO is committed to the safety and well-being of all children and young people involved in our activities and programs. View our [Child Safe Policy](#).

### Special 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 candidate may be willing to or be able to work and travel outside of normal hours on occasion as part of an after-hours/on-call support system, and to assist with upgrades and maintenance. Overtime pay and/or flex leave will be applicable as per policy.
- The successful candidate must be open to spend occasional periods of up to two weeks at a time working at locations away from Parkes.