



Australia's National  
Science Agency

# Indigenous Research Grants Projects Officer (Identified Role – Indigenous)

Join CSIRO as part of our Indigenous Early Career Pathways  
Program and start your career today!



'Journeys' by Bree Buttenshaw

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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.

## Indigenous Science and Engagement

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.

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

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 the CSIRO 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- CSOF3

| THE FOLLOWING INFORMATION IS FOR APPLICANTS |  |
|---|--|
| <b>Job Reference</b>                        | 97562  |
| <b>Tenure</b>                               | Specified Term until 30 June 2026<br>Full-time or Part-time minimum 0.8 FTE may be considered  |
| <b>Salary Range</b>                         | AU\$73,567 to AU \$93,630 pa (pro-rata for part-time) + 15.4% superannuation   |
| <b>Location(s)</b>                          | Brisbane (Turrbal, Yuggera & Jagera Country) or Canberra (Ngunnawal Country). However, other locations may be considered   |
| <b>Relocation Assistance</b>                | Will be provided to the successful candidate if required   |
| <b>Applications are open to</b>             | <p>The position is only open to Aboriginal and/or Torres Strait Islander peoples with Australian Citizenship.</p> <p>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).</p> <p>Successful candidates are required to provide evidence to confirm that they are an Aboriginal and/or Torres Strait Islander person.</p> |

## 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 communicate respectfully with Aboriginal and/or Torres Strait Islander peoples.

## Role Overview

The Indigenous Research Grants Project Officer provides administrative and project delivery services to support the effective provision of research and development activities for CSIRO's Indigenous Science and Engagement Program. This involves the development and implementation and/or administration of policies, systems and procedures that assist the organisation and the Indigenous Science and Engagement Program to deliver on Indigenous Research Grants Program, achieve their objectives and meet Government and regulatory responsibilities.

The role will provide administrative support to the development, implementation and monitoring of CSIRO Indigenous Cultural and Intellectual Property procedures, Indigenous Data Governance and work with CSIRO's Human Research Ethics Committee and Research Officer to embed Indigenous knowledges and perspectives as standard practice and throughout CSIRO standard operating procedures.

The role will also support the Research Grants Manager with broad administrative assistance including monitoring emails, drafting communications, planning and organising program meetings and travel.

## Duties and Key Result Areas

While in the program, participants will:

- Administratively support the CSIRO's Indigenous Science and Engagement Program to deliver the full pre-award and post-award life cycle
  - Pre-award activities include grant management system (GoodGrants) setup and full assessment cycle (assessor recruitment, relationships, coaching; assessment panel secretariat; outcomes and feedback)
  - Post-award activities include reviewing and approving reports and variations; post-award support to grantees (e.g., expenditure planning); and monitoring and evaluations governance requirements are met.
- Develop written procedural documentation, briefs and deliver basic policy and procedures, relevant to pre- and post- award monitoring of a grants program for the purpose of maintaining accuracy and compliance within the funding guidelines.
- Aid the Research Grants Manager and other members of Indigenous Science and Engagement Program when required including leave back up.
- Assist with the successful delivery of key activities that support outcomes within the Indigenous Research Grants Program as required (this may include assisting a delegation to attend conferences and, development of internal communications).
- Assist with providing advice to grant applicants and grant holders, as well as other Business Unit stakeholders on grant terms and conditions, reporting and variation requirements, feedback, and outcomes, as well as assist in the delivery and development of webinars.
- Manage, work with and store sensitive and confidential information, including but not limited to personal and/or financial information.

- Support the Indigenous Science and Engagement Program to maintain and update the internal website content for the Indigenous Research Grants Program.
- Support the Indigenous Science and Engagement Program to maintain, build and sustain positive relationships with Aboriginal and Torres Strait Islander stakeholders including internal Indigenous staff and researchers.
- Develop and maintain good record keeping processes.
- 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 project objectives.
- Adhere to the spirit and practice of CSIRO's Code of Conduct, Health, Safety and Environment plans and policies, Diversity initiatives and Zero Harm goals.
- Other duties as directed.

## Required Competencies

**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:** Recognises 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.



## Selection Criteria

### Essential

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

1. Demonstrated proficiency in software applications including Office 365, Word, Excel, Outlook, SharePoint and Teams.
2. Strong communication skill with an ability to clearly convey information and ideas in written and verbal form.
3. Demonstrated ability to manage competing demands; establish priorities; organise tasks and meet deadlines and escalate issues when required.
4. Experience in and/or knowledge of Indigenous Cultural and Intellectual Property, Indigenous Data Governance and Human Research Ethics principles.
5. Demonstrated history of effective collaboration in a geographically dispersed team environment, with the ability to work autonomously, and a history of professional and respectful behaviours and attitudes in a collaborative environment.
6. Ability to work collaboratively as a member of a team, and across all CSIRO business units and support services, including the ability to establish and maintain strong and productive relationships and networks with stakeholders, colleagues and supervisors.
7. Well-developed interpersonal skills including the ability to establish and maintain relationships with Aboriginal and Torres Strait Islander staff and colleagues, and the ability to communicate sensitively and effectively with Aboriginal and Torres Strait Islander people and community.
8. Ability to problem solve by identifying and developing appropriate solutions based on thorough evaluation, interpretation of CSIRO policies and procedures and seeking appropriate advice from supervisors and colleagues.
9. Ability to travel both locally and interstate.

### Desirable Criteria

1. Experience with administering a funding and/or grants scheme and/or demonstrated experience in research management and governance in a similar organisation.

## 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](mailto:careers.online@csiro.au) or call 1300 984 220.

## 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 **Monday 24<sup>th</sup> February 2025 11:00pm AEST**

## Enquiries

If you would like to have a confidential discussion about this role, please contact Chris Bourke via email at [chris.bourke@csiro.au](mailto:chris.bourke@csiro.au) or phone 0457 005 260 or the Indigenous Employment Team at [IndigenousCareers@csiro.au](mailto: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](https://csiro.au/contact)  
[csiro.au](https://csiro.au)

