

OFFICIAL



Australia's National  
Science Agency

# Indigenous Research Project Officer (Identified Role - Indigenous

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organisation



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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 51 locations and over 5,500 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.

## National Collections and Marine Infrastructure

Through our National Collections and Marine Infrastructure (NCMI) research unit we manage collections of plants and animals of Australian and international significance, host and contribute to the Atlas of Living Australia, and operate the Marine National Facility on behalf of Australia. Together, these programs provide vital resources for research that delivers evidence-based support for biosecurity, conservation and the development of sustainable land and marine management systems.

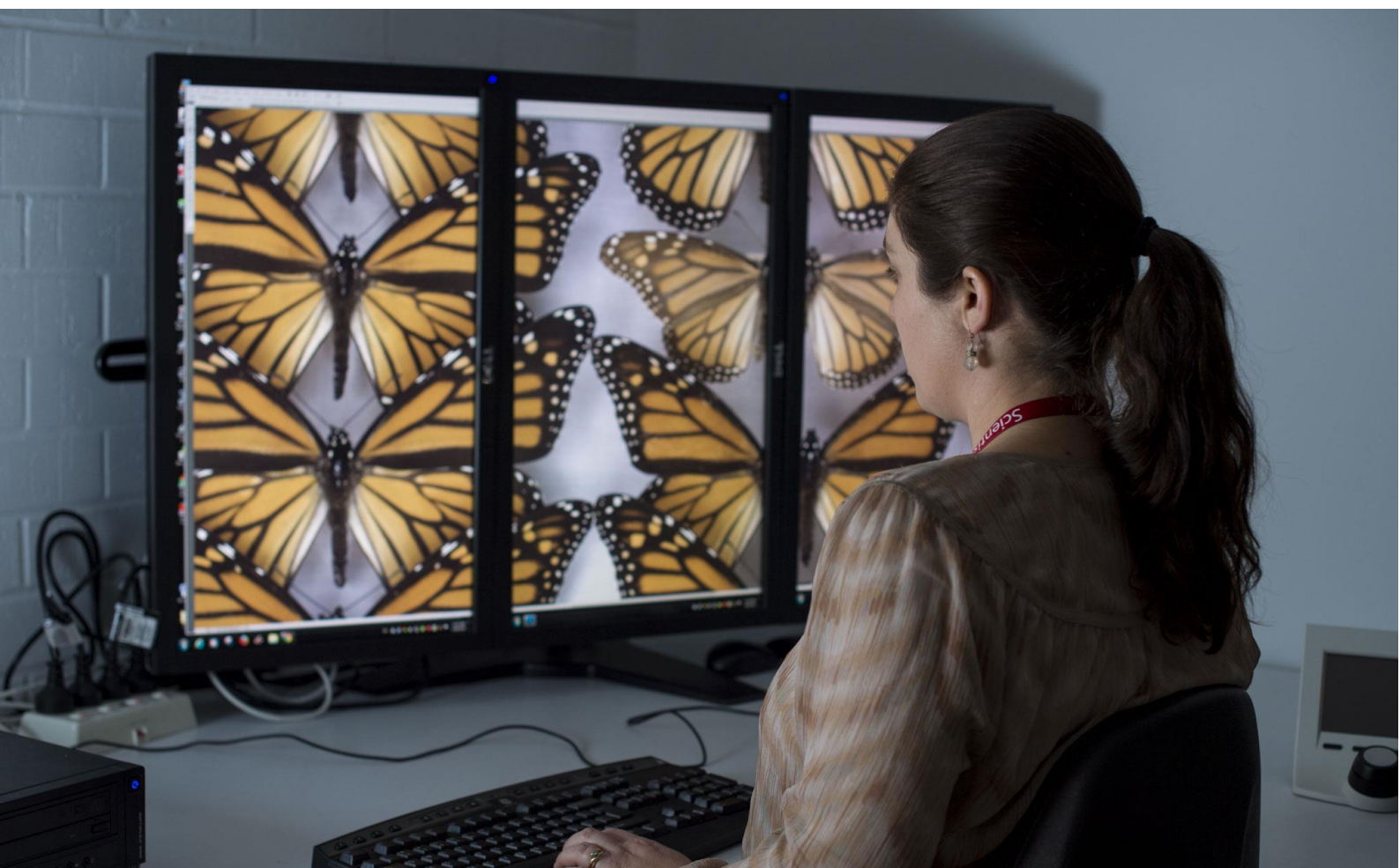
### **The National Research Collections Australia**

The National Research Collections Australia (NRCA) is home to 15 million natural history specimens that are used by researchers, government and industry to describe, manage and benefit from Australia's rich biodiversity.

### **Atlas of Living Australia**

The Atlas of Living Australia is Australia's national biodiversity database. It provides free, online access to information about Australia's amazing biodiversity. It supports research, environmental monitoring, conservation planning, education, and biosecurity activities, and is a great way to learn more about the biodiversity in your area.

Visit [CSIRO Online](#) and [National Collections and Marine Infrastructure - CSIRO](#) for more information.



## 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

Research Projects Officer – CSOF4

THE FOLLOWING INFORMATION IS FOR APPLICANTS	
<b>Job Reference</b>	102739
<b>Tenure and work schedule</b>	<p>Specified Term of 12 months</p> <p>Full-time (preferred), however part-time and flexible working arrangements may be considered.</p> <p>We will explore options for part-time, and flexible work arrangements based on needs of the role and individual circumstances.</p>
<b>Salary Range</b>	AU\$100,103 - AU\$113,251 per annum (pro-rata for part-time) plus up to 15.4% superannuation
<b>Location(s) and office arrangements</b>	Canberra (Ngunnawal), ACT preferred; other locations may be considered with hybrid working options available.
<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 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</p>
<b>Position reports to the</b>	Research Manager
<b>Client Focus – Internal</b>	60%
<b>Client Focus – External</b>	40%
<b>Number of Direct Reports</b>	0



## Role Overview

The Indigenous Research Project Officer provides high-level administrative, coordination, and project management support to a national Indigenous Science project within CSIRO's biological research collections. The project operates across the National Research Collections Australia (NRCA) and the Atlas of Living Australia (ALA). It investigates how Indigenous rights and interests can be embedded in the national biological collections, for example, through ways of working, Indigenous engagement, and digital infrastructure. This project is co-designed with an external Aboriginal and Torres Strait Islander Reference Group and creates a cultural shift within CSIRO by investigating and supporting self-determination of Aboriginal and Torres Strait Islander peoples as past, present, and future data custodians.

This role is central to ensuring the smooth delivery of project activities and is largely internally focused. It works directly with the Project Leader and Project Sponsor to support the Project Team, Project Advisory Group and relevant NRCA and ALA staff. Key responsibilities include maintaining project documentation and records, meeting arrangements, logistics and reporting, while supporting a geographically dispersed team. The role also supports the delivery of cultural capability uplift activities across the research unit, including engagement with potential external providers.

The Indigenous Research Project Officer will work closely with the external Aboriginal and Torres Strait Islander Reference Group to support the co-design governance. This includes secretariat functions, such as meeting arrangements, logistics, minute taking, and supporting the delivery of papers developed by the Project Team. The role contributes to maintaining and strengthening the relationship with the Aboriginal and Torres Strait Islander Reference Group and works with Indigenous community partners involved in case studies focused on changing practises.

In addition to the project coordination function, the role contributes to the broader impact of the project by supporting Indigenous co-designed activities, drawing on an understanding of Indigenous knowledge systems, Indigenous Data Sovereignty and Governance, and cultural engagement practices. The Indigenous Research Project Officer will work closely with the Project Leader and broader team to ensure Indigenous perspectives and knowledges are embedded respectfully into project delivery.

The Indigenous Research Project Officer requires strong organisational and project coordination skills, with the ability to work independently, manage competing priorities, and meet reporting and timeline requirements. Well-developed relationship building and stakeholder engagement skills are essential to work effectively with dispersed internal teams, external partners, and governance groups. Cultural capability and an understanding of Indigenous knowledge systems and/or Indigenous Data Sovereignty are required to support respectful co design and embed Indigenous perspectives into project delivery.

## Duties and Key Result Areas

- Coordinate and administer day-to-day delivery of the Indigenous Science and CSIRO's National Research Collections and Digital Infrastructure project, working with the Project Leader to refine project planning, track milestones and deliver reporting to ensure project outputs are met.
- Provide high-level project support to the Project Leader and NCMI Science Director (as Sponsor), ensuring effective scheduling, documentation, and communication across the project team and broader CSIRO teams.
- Facilitate and coordinate activities of the Aboriginal and Torres Strait Islander Reference Group and CSIRO Project Advisory Group, including meeting logistics, agenda preparation, note-taking, action tracking, and follow-up communication.
- Support trusted, strengths-based relationships with Aboriginal and Torres Strait Islander communities, cultural knowledge holders, and organisations by assisting with respectful engagement processes and helping translate community-identified research priorities into project planning and actions.
- Engage and coordinate internal and external expertise as needed to support the delivery of specific project components, including communications and cultural capability training.
- Support culturally grounded engagement initiatives, including case studies, that foster recognition and respect for Indigenous knowledge systems and science, and contribute to broader cultural change efforts across CSIRO.
- Maintain comprehensive and ethical project records, including engagement logs, milestone tracking, financial documentation, and cultural guidance notes, in alignment with CSIRO's data, privacy, and cultural safety standards.
- Collaborate as part of a dispersed, multidisciplinary team, contributing to CSIRO's broader scientific objectives while upholding cultural integrity and supporting inclusive, co-designed science.
- Adhere to CSIRO's Code of Conduct, Health, Safety and Environment policies, and values-based practice, including the promotion of diversity, inclusion, and cultural safety.
- 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:** Recognise 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 ability to provide high-quality project coordination and administrative support, including scheduling, meeting facilitation, record-keeping, and managing multiple tasks across timelines and priorities.
2. Strong interpersonal and communication skills, with the ability to work respectfully and collaboratively with Aboriginal and/or Torres Strait Islander communities, Elders, and organisations.
3. Demonstrated experience working across diverse and geographically distributed teams or stakeholder groups, with the ability to build relationships, support Indigenous co-designed projects, and contribute to culturally respectful engagement.
4. Strong organisational and problem-solving skills and attention to detail, with the ability to interpret procedures, evaluate options, and seek appropriate guidance to deliver project outcomes effectively.
5. Understanding of, or strong interest in, Indigenous knowledge systems, data sovereignty, or Indigenous-led science and research.

### Desirable

1. Experience working in a research or government environment, particularly in roles requiring coordination, stakeholder engagement, or program delivery.
2. Familiarity with Indigenous Cultural and Intellectual Property (ICIP) and/or Indigenous Data Sovereignty principles, or a willingness to learn and apply them in practice.

### 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 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.

## 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.

## 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 applying and require assistance, please email [careers.online@csiro.au](mailto: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 10<sup>th</sup> May 2026 at 11pm AEST**.

## Enquiries

If you would like to have a confidential discussion about this role, please contact Dr Ilona Stobutzki (she/her) via email at [ilona.stobutzki@csiro.au](mailto:ilona.stobutzki@csiro.au) or phone +61 (0) 499 975 381 or the Indigenous Talent 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](http://csiro.au/contact)  
[csiro.au](http://csiro.au)

