# Position Details

Role summary for potential applicants

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| **Advertised Job Title:** | Indigenous Cadetship – Human Resources |
| **Reference Number:** | 31281 |
| **Classification:** | Aboriginal and/or Torres Strait Islander Cadetship |
| **Salary Range:** | Weekly stipend of $300 during periods of full-time study + 12 week paid work placement each year (starting at $570 per week before tax) |
| **Location:** | Brisbane, Sydney, Melbourne, Canberra, Hobart or Perth |
| **Tenure:** | Specified term |
| **Relocation assistance:** | Will be provided to the successful candidate if required |
| **Applications are open to:** | Open to people of Australian Aboriginal and/or Torres Strait Islander descent *(Proof of Aboriginality will be required prior to confirming the appointment)* |

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| **Role Overview:** |
| The Indigenous Cadetship Program is an initiative of the CSIRO Indigenous Engagement Strategy which seeks to significantly increase Indigenous employment nationally within CSIRO. Through this strategy, CSIRO aims to enhance the educational, employment, training and career development opportunities for people of Aboriginal and/or Torres Strait Islander descent.  Indigenous Cadetships may be offered to people of Australian Aboriginal and/or Torres Strait Islander descent who are enrolled for full-time study in their first undergraduate degree course at an Australian university. Upon successful completion of the Cadetship, Cadets will be encouraged to apply for positions in CSIRO relevant to their qualification and skills.  An opportunity exists for a cadet to join **CSIRO Human Resources.** In this role you will work in a small team of HR professionals supporting managers in a specific CSIRO Business Unit to recruit, develop and manage the performance of their staff. You may be required to assist with implementing structural change or capability development and deployment strategies within the Business Unit. A cadet’s role is likely to be administrative in nature, combined with assistance to more senior HR staff with their project responsibilities.  The Cadet will be provided with a mentor to guide them through the project management and business complexities of working within a large science research organisation, and to help them develop their skills and talents.  Cadets will also have the opportunity to participate in CSIRO’s Aboriginal and Torres Strait Islander Forum. The forum brings together Aboriginal and Torres Strait Islander employees across the organisation (via a monthly webinar) and offers invaluable networking opportunities, as well as providing another layer of support throughout the Cadetship |

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| **Duties and Key Result Areas:** |
| Specific duties will depend on the needs of the Business Unit to which you are assigned but indicative duties may include:   * Maintenance of HR records (e.g. electronic personal history files) * Administration of Business Unit’s local HR programs (eg staff development, rewards) * Maintenance of Business Unit data in CSIRO’s HR system (SAP) * Assistance to more senior staff with background research for various HR projects * Interpret HR policies and procedures and assist line managers to apply them to specific situations * Drafting of correspondence, presentations and briefing materials * Comply with CSIRO general policies and procedures, OH&S policies and requirements. |

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| **Selection Criteria:** |
| *Please note: Under CSIRO policy only applicants who meet all the essential criteria can be appointed.*  Pre-Requisite:   1. Enrolment in full-time study in your first undergraduate degree course in Human Resource Management at an Australian university. 2. Confirmation that you are of Aboriginal or Torres Strait Islander descent.   Essential Criteria:   * Ability to demonstrate knowledge of issues within contemporary Aboriginal and Torres Strait Islander societies. * Evidence of the development of a sound understanding of your discipline of study and its link to the advertised position(s). * Ability to participate and contribute in a team environment. * Evidence of sound research and study skills, including: written and oral communication skills, and numerical and data management skills. * Independently motivated, a self-starter and able to work with minimal supervision.   *Desirable Criteria:*   1. Interest in – and ability to work with – HR systems 2. Practical but generic understanding of the role of an HR function in an organisation   As Australia’s Innovation Catalyst, CSIRO has strategic actions underpinned by behaviours aligned to Excellent science, Inclusion, trust & respect, Health, safety & environment and Deliver on commitments. In your application and at interview you will need to demonstrate alignment with these behaviours. |

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| **Other Information:** |
| This is an identified position to be occupied by an Aboriginal person and/or Torres Strait Islander person only. You will be required to provide confirmation of Aboriginality or Torres Strait Islander descent.  **The Cadetship provides:**   * study allowance of $300 per week during periods of full-time study (40 weeks) * $500 per semester to assist with study costs * 12 weeks of paid work during each year of the cadetship (usually completed during the long break at the end of each academic year &/or during semester breaks) * financial assistance to cover the cost of relocation during the 12 week work placement, including flights and accommodation if required * payment of Higher Education Contribution Scheme (HECS) costs upon successful completion of units which are attributable to the period and course of study of the cadetship   **How to Apply:** Please apply for this position online at [www.csiro.au/careers](http://www.csiro.au/careers).  You will be requested to:   1. submit a **Resume** which includes a cover letter stating why you are interested in a cadetship with the CSIRO in the ‘*Resume and cover letter*’ field; 2. upload your most recent **academic results** (or confirmation of enrolment if you have not commenced your studies) in the ‘*Eligibility documents’* field; and 3. upload your **Confirmation of Aboriginal or Torres Strait Islander descent** in the ‘*Eligibility documents’* field. This can be submitted later if you do not have a copy at present.   If you experience difficulties applying online call 1300 984 220 and someone will be able to assist you. Outside business hours please email: [csiro-careers@csiro.au.](file:///C:\Users\smi969\AppData\Local\Microsoft\Windows\hin099\AppData\Local\Microsoft\Windows\Temporary%20Internet%20Files\Content.Outlook\Local%20Settings\aus051\Local%20Settings\Temporary%20Internet%20Files\Content.Outlook\Stationery\csiro-careers@csiro.au) Please note only two documents can be attached to your application.  **Referees:** If you do not already have the names and contact details of two previous supervisors or academic/ professional referees included in your resume/CV please add these before uploading your CV.  **Contact:** If after reading the selection documentation you require further information please contact:  Jenny Rhodes via email at: [jenny.rhodes@csiro.au](mailto:jenny.rhodes@csiro.au) or by phone on: 0409511678.  *Please do not email your application directly to Jenny Rhodes. Applications received via this method will not be considered.*  **About CSIRO:** At CSIRO, we do the extraordinary every day. We innovate for tomorrow and help improve today – for our customers, all Australians and the world.  Our value to the Australian economy is massive. Annually, six CSIRO technologies alone contribute $5 billion to the economy in areas as diverse as automated mining, advanced materials and aquaculture.  With more than 1,800 patents we are Australia’s largest patent holder. This ever-increasing wealth of intellectual property is a vast source of commercial opportunity and has already resulted in more than 150 spin-off companies, with many more to come.  For around a century we have been pushing the boundaries of what is possible in science and technology. Our world-renowned successes include Wi-Fi, the Hendra vaccine and polymer banknotes. But its tomorrow’s innovations that excite us – wearable technology that alerts a doctor when you are sick, diets based on your DNA and so much more.  With more than 5,000 experts based in 55 centres, extensive local and international networks, and a burning desire to get things done, we are Australia’s catalyst for innovation and a global force in transforming imagination into reality.  We collaborate with 3,000 customers each year, including Australian federal, state and local government bodies; small, medium and large businesses; the majority of Research Development Corporations, Cooperative Research Centres and Australian universities, and more than 150 international partners.  The quality of our research underpins our ability to innovate. Our research is trusted; our discoveries are published in world-leading journals and globally, we are in the top one per cent in 15 of 22 research fields.  Everything we do is focused on creating measurable economic, environmental and social benefits that better our world and Australia’s place in it.  CSIRO. We imagine. We collaborate. We innovate.  **About CSIRO - Human Resources:** Human Resources (HR) staff provide support to staff throughout their employment in CSIRO. They help recruit staff, issue their contracts and assist them with pre-commencement requirements. As new starters’ careers progress, HR help with their training and development, management of performance and administration of changes to their salary, leave or other conditions of service. In other words, HR staff make sure CSIRO’s employees get paid on time and accurately. When the period of employment comes to an end they ensure smooth exit from CSIRO. More senior HR staff help managers to plan for their future staffing needs and to deploy staff to meet changing research needs. |