# Position Details

Role summary for potential applicants

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| **Advertised Job Title:** | Aboriginal and/or Torres Strait Islander Traineeship – Receptionist/ Administration Officer |
| **Reference Number:** | 56136 |
| **Classification:** | Aboriginal and/or Torres Strait Islander Traineeship |
| **Salary Range:** | Trainee salary - $22,999 to $25,491 plus up to 15.4% superannuation |
| **Location:** | Townsville (ATSIP), QLD |
| **Tenure:** | Specified term of approximately 1 year depending on course of study |
| **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 Aboriginal and Torres Strait Islander Traineeship 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.  An opportunity exists for a trainee to join **CSIRO Business and Infrastructure Services (CBIS)** to undertake a workplace-based traineeship. In this role you will be the first point of contact for staff and visitors at the Australian Tropical Sciences & Innovation Precinct (ATSIP) Townsville. The role is focused on quality customer service - on the phone, in correspondence, in person. The role provides high quality administrative support to CBIS and all tasks will be undertaken in accordance with CSIRO procedures.  Over the course of the traineeship, the successful applicant will undertake on-the-job training and complete a Nationally Accredited Qualification relative to their position. Upon successful completion of the training package the trainee will be considered for future employment with CSIRO, if available. |

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| **Duties and Key Result Areas:** |
| * Provide reception services including: answering face to face and telephone enquiries from the public, staff and visitors, redirecting where appropriate and distributing messages * Be part of a team that ensures reception services are provided effectively and professionally * Handle incoming and outgoing mail and freight * Provide oversight to Seminar Room and Board Room, liaising with internal and external users * Provide support to workshops, meetings and seminars hosted by CSIRO Townsville staff * Manage and order bulk paper supplies, stationery and kitchen supplies as required * Other day to day administrative tasks and general office duties as required * Comply with CSIRO general policies and procedures, OH&S policies and requirements. |
| **Selection Criteria:** |
| *Please note: Under CSIRO policy only applicants who meet all the essential criteria can be appointed.*  Pre-Requisite:   * As this is an identified position to be occupied by an Aboriginal person &/or Torres Strait Islander person only, you will be required to provide confirmation of Aboriginality &/or Torres Strait Islander descent. * Must be either enrolled in, currently studying, or eligible and willing to carry out a Certificate III in Business Administration.   Essential Criteria:   1. Ability to work independently or in a team, maintain own quality of work, and determine own work priorities. 2. Knowledge and experience with a variety of general office duties, in particular reception, and a willingness to perform routine administrative tasks and the ability to learn to take on more complex tasks. 3. Fundamental knowledge of Microsoft Office applications including Word, Outlook and Excel and an interest in increasing computer skills. 4. Demonstrated enthusiasm to develop new skills and undertake extra duties and a range of administrative tasks when requested. A willingness to be flexible with working hours. 5. Ability to provide a professional setting to reception including sound communication skills, both vocal and written.   ***CSIRO Values:***  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:** |
| **How to Apply:** Please apply for this position online at [www.csiro.au/careers](http://www.csiro.au/careers). You will need to provide:   * A resume and cover letter advising why you are interested in a traineeship with CSIRO; and * Confirmation of Aboriginality or Torres Strait Islander descent (this can be provided later if necessary).   **IMPORTANT:** Please upload your resume and cover letter as **one** document and your Confirmation of Aboriginality or Torres Strait Islander descent status in the “Eligibility documents” field in your application.  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](mailto:csiro-careers@csiro.au)  **Referees:** Please provide the names and contact details of two referees in your resume. Referees can be previous supervisors, school teachers, sporting coaches or someone who knows you well.  **Contact:** If after reading the selection documentation you require further information please contact: Di Popham via email at: [Di.Popham@csiro.au](mailto:Di.Popham@csiro.au) or by phone on: 07 4753 8597.  *Please do not email your application directly to Di Popham. Applications received via this method will not be considered.*  **About CSIRO**  The Commonwealth Scientific and Industrial Organisation (CSIRO) is Australia’s National science agency. 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 innovations contribute billions of dollars to the Australian economy every year. As the largest patent holder in the nation, our vast wealth of intellectual property has led to more than 150 spin-off companies. With more than 5,000 experts and a burning desire to get things done, we are Australia’s catalyst for innovation.  CSIRO. We imagine. We collaborate. We innovate. Find out more! [www.csiro.au/](http://www.csiro.au/).  **About CSIRO Business & Infrastructure Services (CBIS)**  CSIRO has a complex property portfolio of owned and leased facilities that comprise over 1,000 buildings spread across 54 locations within Australia. These scientific and research facilities are diverse both in location and type. CSIRO Business and Infrastructure Services (CBIS) is charged with managing the provision, maintenance and operation of all CSIRO's scientific and research facilities. |