# Position Details

Role summary for potential applicants

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| **Advertised Job Title:** | Traineeship – Administration & Facilities Support Officer |
| **Reference Number:** | 46081 |
| **Classification:** | Aboriginal and/or Torres Strait Islander Traineeship  |
| **Salary Range:** | Trainee – Salary $22,999 to $25,491 plus up to 15.4% superannuation |
| **Location:** | Marsfield, NSW |
| **Tenure:** | Specified term of approximately 2 years depending on course of study |
| **Relocation assistance:** | May 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 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 the **CSIRO Astronomy and Space Sciences (CASS)** Division at the Sydney (Marsfield) site as an administration & facilities support officer. The support officer will undertake a range of administrative tasks, general reception, secretariat functions & facilities support in accordance with established procedures and using skills developed through experience and training. 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 ongoing employment with CSIRO, if available.  |

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| **Duties and Key Result Areas:** |
| * Administrative support for visitors to the sites (travel, accommodation and safety).
* General office duties as directed, including Visitor Bookings and greeting visitors.
* Assisting with other day-to-day administrative tasks, including purchase orders and accounts payable.
* General switchboard and reception duties.
* Answering enquiries, from the public, staff and visitors, redirecting where appropriate and distributing messages.
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| **Selection Criteria:** |
| *Please note: Under CSIRO policy only applicants who meet all the essential criteria can be appointed.*Pre-Requisite* Must be either enrolled in, currently studying, or eligible and willing to carry out relevant education such as a Certificate IV in Business Administration.

Essential Criteria:1. Demonstrated enthusiasm to develop new skills and undertake extra duties and a range of administrative tasks when requested.
2. Ability to work independently or in a team, maintain own quality of work, and determine own work priorities.
3. Knowledge and/or experience with a variety of general office duties and a willingness to perform routine administrative tasks and the ability to learn to take on more complex tasks.
4. Fundamental knowledge of Microsoft Office applications including Word, Outlook and Excel and an interest in increasing computer skills.
5. Demonstrated 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:** |
| This is an identified position to be occupied by an Aboriginal person and/or Torres Strait Islander person only. This is a genuine occupational requirement as permitted by and arguable under the Anti-Discrimination Act.**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 (as one document) 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**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 Marina Ford by email at Marina.Ford@csiro.au or by phone at 02 62017913.*Please do not email your application directly to Marina Ford. 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 the CSIRO Astronomy and Space Science (CASS) division**The CSIRO Astronomy and Space Science (CASS) division provides facilities for scientists from Australia and around the world to explore our solar system and beyond. These facilities include the Australian Telescope National Facility (ATNF), which supports radio astronomy by operating radio telescopes at three observatories across NSW, one in WA and the Canberra Deep Space Communication Complex (CDSCC). For more information on CASS, please visit: <http://www.csiro.au/org/CASS.html> |