# Position Details

Role summary for potential applicants

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| **Advertised Job Title:** | Aboriginal and Torres Strait Islander Traineeship - Human Resource Administration  |
| **Reference Number:** | 46426 |
| **Classification:** | Aboriginal and/or Torres Strait Islander Traineeship  |
| **Salary Range:** | Trainee Salary – $22,999 to $25,491 plus up to 15.4% superannuation |
| **Location:** | Black Mountain, ACT |
| **Tenure:** | Specified term of 12 months or duration/remainder of full-time study program |
| **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 Human Resources** to undertake a workplace-based traineeship. In this role you will work as part of a team to undertake a range of Human Resources administration tasks from issuing of employment contracts to processing variations to salary, leave and allowances. You may also gain experience in the management of superannuation and workers compensation, with guidance from staff experienced in training new starters. After gaining some experience, you will also assist with answering customer enquiries. You will spend most of your day working in one of our HR systems (SAP or Success Factors) so the ability to get your head around new systems – and to enjoy working with them – will be essential.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:** |
| With support and guidance from your supervisor(s):* Work as a member of a team, undertaking allocated share of the team’s work and maintaining good working relationships
* Enter data to CSIRO’s HR systems to meet standard deadlines, demonstrating numeracy skills, attention to detail and accuracy
* Provide information to customers in response to enquiries, demonstrating good written and oral communication skills
* Understand and interpret straightforward policies, procedures and processes
* Use HR systems to achieve work outcomes
* 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* Must be either enrolled in, currently studying, or eligible and willing to carry out training for a Nationally Accredited Qualification relative to the position, eg Cert IV in Human Resources.

Essential Criteria:1. Ability to work independently or in a team, maintain own quality of work, and determine own work priorities.
2. Ability to learn quickly.
3. Good oral and written communication skills.
4. Ability to use a computer, especially Microsoft Office applications including Word, Outlook and Excel and an interest in increasing computer skills.
5. Awareness of and ability to adhere to safety procedures.

***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:Jenny Rhodes via email at: jenny.rhodes@csiro.au or by phone on: 0409 511 678.*Please do not email your application directly to* Jenny*. 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 - 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 helps 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. |