# Communication & Information – CSOF3

Role summary for potential applicants

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| Advertised Job Title**:** | Communication Advisor, ON |
| Reference Number**:** | 52587 |
| Classification**:** | CSOF3 |
| Salary Range: | AU 61k to AU $78k plus up to 15.4% superannuation |
| Location**:** | Brisbane, QLD or Sydney, NSW |
| Tenure: | Specified Term - 12 months |
| Relocation assistance**:** | Will be provided to the successful candidate if required |
| Applications are open to: | [ ]  Australian Citizens Only[x]  Australian/New Zealand Citizens and Permanent Residents Only* [ ]  All Candidates
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| Functional Area**:** | Communication and Information |

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| **Role Overview**  |
| We need a driven, energetic and skilled marketing communication advisor looking for their next career move and development. You’ll be part of the team responsible for the delivery of communications for CSIRO’s national innovation and entrepreneurship program - ON. ON plays a big role in CSIRO’s future strategy to get innovative science into people’s hands faster and easier. No two days will be the same in this challenging but fun role.You’ll be full of bright ideas and be ready and keen to get ‘stuck in’ to help make things happen. Flexibility, attention to detail and an ability to use a wide variety of your developing skills in event delivery, website management and digital content creation are key. You will be passionate about the importance of clear and effective communication, and bring fresh approaches to communication tactics. You will have the ability and appetite to be a self-starter and be rewarded with the opportunity to develop your skills in every facet of communication and marketing. Frequent travel is essential in this role. You will develop your skills as part of the friendly and fast moving ON team; working with the ON Communications Manager, and internal communication and digital colleagues. Key stakeholders will include CSIRO staff, agency members, universities, industry, government, media and the general public. |

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| **Duties and Key Result Areas:** |
| * Deliver tactics and outcomes for the implementation and evaluation of the ON brand and communication strategy, particularly through event delivery and content creation.
* Support the delivery of brand, marketing and communication solutions, helping drive CSIRO’s innovation and entrepreneurship credentials across multiple stakeholder groups and channels, including social media.
* Maintain and support effective stakeholder relationships across industry, government, agency and within CSIRO to deliver effective service and fulfil communication goals.
* Participate enthusiastically as part of CSIRO’s Communication function, which works on an account management model with a focus on flexibility and cooperation.
* Demonstrate initiative as a member of a highly distributed, agile and responsive team to deliver quality outcomes with autonomy.
* Deliver effective communication outcomes using sound judgment and applying contemporary communication skills.
* Strive for “Zero Harm” (physical and psychological) - promote a strong safety culture.
* Communicate effectively and respectfully with all staff, clients and suppliers in the interests of good business practice, collaboration and enhancement of CSIRO’s reputation.
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| **Selection Criteria:** |
| *Under CSIRO policy only those who meet all essential criteria can be appointed.****Pre-Requisites:***1. **Education/Qualifications:** A certificate or tertiary qualification in a relevant area, such as communication, public relations, journalism, marketingand/or relevant work experience.
2. **Communication:** The ability to clearly convey information and ideas, adapted to others needs and priorities, and establish effective interpersonal relationships with key internal and external stakeholders.
3. **Collaboration:** A history of professional and respectful behaviours and attitudes in a collaborative environment and capability to facilitate successful interactions with other teams and professionals in their field.
4. **Adaptability:** Demonstrated ability to deal with ambiguity, adapting to changing circumstances and new responsibilities and maintain professionalism and flexibility.
5. **Problem Solving:** Proven ability to investigate underlying issues of complex and ill-defined problems and develop appropriate responses through abstract thinking and using creative solutions.

***Essential Criteria:***1. Demonstrated experience in the development and implementation of communication tactics, particularly in event management and marketing. Secondary experience in areas such as public relations, websites, video, social media management and internal communication.
2. Ability to adapt to changing circumstances and operate well in situations that lack clarity in order to achieve team objectives.
3. Initiative and flexibility to contribute to a variety of communication specialisations and across several areas within the wider communications function.
4. Demonstrated skills in solid writing for the web, social and digital channels.
5. Ability to follow direction and work as part of a team, using initiative to solve challenges.
6. Ability to proactively manage relationships with internal and external stakeholders, and clients; as well as provide sound audience-focussed communication advice e.g. building an understanding of client needs, delivering information relevant to diverse audiences, and appropriate channel selection.

***Desirable Criteria***1. Knowledge or experience working in the Australian entrepreneurial ecosystem.
2. Familiarity with research/technology organisations.
3. Experience with CMS (preferably Sitecore), Google Analytics, Photoshop.
4. Experience with video editing.

 **As Australia’s Innovation Catalyst, CSIRO has strategic actions underpinned by behaviours aligned to**:* Excellent science
* Inclusion, trust & respect
* Health, safety & environment
* Delivery 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 <https://jobs.csiro.au/> and enter requisition number 52587. Internal applicants please apply via ‘Jobs Central’ in SAP (click ‘Recruitment’) Please load your CV (Maximum 2MB). You may also be required to respond to some screening questions.  If you experience difficulties applying online call 1300 984 220 for assistance. Outside Australian business hours please email: csiro-careers@csiro.au. **Referees**: Please provide contact details of two previous supervisor or academic/professional referees in your resume/CV. We will ask your permission before making contact. **Contact:** If after reading the position details above you require more information please contact: Carol Saabvia email: Carol.Saab@csiro.au or phone: +61 2 9490 8409.Please do not email your application directly to Carol Saab. Applications received via this method may not be considered by the selection panel.**About CSIRO**Australia is founding its future on science and innovation. Its national science agency, the Commonwealth Scientific and Industrial Research Organisation (CSIRO) is a powerhouse of ideas, technologies and skills for building prosperity, growth, health and sustainability. It serves governments, industries, business and communities across the nation. Find out more! [www.csiro.au](http://www.csiro.au). 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. Find out more! [CSIRO Balance](https://www.csiro.au/en/Careers/A-great-place-to-work/Work-life-balance)  |