# Position Description

## Communication & Information – CSOF4

Role summary for potential applicants

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| Advertised Job Title**:** | Communication Advisor (Part-time 0.6 FTE) |
| Job Reference: | 59567 |
| Relocation Assistance**:** | Will be provided to the successful candidate if required. |
| Applications Are Open To: | Australian/NZ citizens or Australian permanent residents only |
| Reports to the: | Services Communication Manager |
| Number of Direct Reports: | 0 |
| Name and Contact Details For Applicant Enquiries: | Alexandra Persley via email Alexandra.Persley@csiro.au |
| Contact Details For Applying: | Call 1300 984 220 or email [careers.online@csiro.au](mailto:careers.online@csiro.au). |
| How to Apply: | Please apply online at [jobs.csiro.au](https://jobs.csiro.au/) and enter the requisition number**.** Internal applicants please apply via ‘Jobs Central’ through the ‘People Hub’ icon |

## Role Overview:

The Communication Advisor uses communications expertise / specialisation and relevant domain knowledge to contribute and implement a communication strategy for the Services business unit that is aligned with the broader corporate affairs strategy and services strategy.

## Support, and sometimes lead, the creation and delivery of integrated communications and corporate affairs for the Services business unit, primarily focused on external communications and engagement, but with an application to internal audiences as an important stakeholder and message proponent. This role will deliver a range of activities such as writing blogs, media releases, creating digital content, drafting strategies, liaising with media, developing collateral, all of which contribute to One CSIRO positioning and enhance the CSIRO brand.

## Duties and Key Result Areas:

* Establish and maintain trusted advisor relationships with scientists, BD and other stakeholders to deliver key business unit priorities.
* Contribute to the implementation of the business unit communication strategy, ensuring alignment with the broader corporate affairs strategy.
* Contribute to the delivery of integrated plans leveraging media relations, digital and social, content and marketing communications to build and protect CSIRO brand – focusing on ensuring we are relevant, engaging and accessible.
* Where required, lead small project teams to deliver campaigns, influencing and negotiating with stakeholders to deliver impact.
* Liaise with media to identify and develop compelling stories about CSIRO science.
* Assist the BU communication manager with the identification and management of issues, as required.
* Contribute to the development of strong content for use in digital or media to illustrate CSIRO science and impact – focusing on it being relevant, engaging and accessible.
* Build and maintain team-focused relationships across all areas of the corporate affairs team, sharing knowledge and working together in pursuit of the development and promotion of best practice communication management.
* Flexible, adaptive and responsive approach in delivering one CSIRO activities across the wider corporate affairs team.
* Delivery of effective communication outcomes using sound judgment and applying contemporary communication skills.
* Communicate openly, effectively and respectfully with all staff, clients and suppliers in the interests of good business practice, collaboration and enhancement of CSIRO’s reputation.
* Work collaboratively as part of a multi-disciplinary, often regionally dispersed research team, and business unit to carry out tasks in support of CSIRO scientific objectives.
* Adhere to the spirit and practice of CSIRO’s Code of Conduct, Health, Safety and Environment plans and policies, Diversity initiatives and Zero Harm goals.
* Other duties as directed.

## CSIRO Competencies:

1. **Teamwork and Collaboration: Cooperates with others to achieve organisational objectives and may share team resources in order to do this. Collaborates with other teams as well as industry colleagues.**
2. **Influence and Communication: Uses knowledge of other party's priorities and adapts presentations or discussions to appeal to the interests and level of the audience. Anticipates and prepares for others reactions.**
3. **Resource Management/Leadership: Allocates activities, directs tasks and manages resources to meet objectives. Provides coaching and on the job training, recognises and supports staff achievements and fosters open communication in the team.**
4. **Judgement and Problem Solving:** Investigates underlying issues of complex and ill-defined problems and develops appropriate response by adapting/creating and testing alternative solutions.
5. **Independence: Recognise and makes immediate changes to improve performance (faster, better, lower cost, more efficiently, better quality, improved client satisfaction).**
6. **Adaptability:** Copes with ambiguity or situations that lack clarity. Adapts readily to changing circumstances and new responsibilities (which may include activities outside own preferences) in the interests of achieving team objectives. Recognises the need for and undertakes personal development as a result of changes.

## Selection Criteria:

*Under CSIRO policy only those who meet all selection criteria can be appointed.*

1. Relevant diploma/bachelor’s degree or relevant work experience in a similar role.
2. Demonstrated experience in the delivery of communication plans, with strong skills and experience in areas such as media relations, public relations, government affairs, digital content creation, marketing and communications.
3. Ability to readily adapt to changing circumstances and to operate well with situations that lack clarity in order to achieve team objectives.
4. Initiative and flexibility to contribute and work collaboratively across the Corporate Affairs function, to achieve One CSIRO outcomes.
5. Ability to build and maintain excellent collaborative relationships with internal and external stakeholders that help to achieve positive outcomes.

## About CSIRO:

We imagine. We collaborate. We innovate. To find out more visit us [online](http://www.csiro.au/)!

Find out more about CSIRO [Corporate Affairs](https://my.csiro.au/orginfo/structure/support/corpaffairs)