# Position Description

# Communication & Information – CSOF5

Role summary for potential applicants

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| Advertised Job Title**:** | Communication Manager Corporate Affairs |
| Job Reference: | 59221 |
| Relocation Assistance**:** | Will be provided to the successful candidate if required. |
| Applications Are Open To: | Australian Citizens and Permanent Residents Only |
| Tenure: | Indefinite |
| Salary Band: | $97,276 - $105,269 plus up to 15.4% superannuation |
| Reports to the: | Executive Manager Science |
| Number of Direct Reports: | 5 |
| Name and Contact Details For Applicant Enquiries: | Chris Olchoway, [christine.olchoway@csiro.au](mailto:christine.olchoway@csiro.au) or 02 9490 8170 |
| 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 role of Communication and Information staff in CSIRO is to support the delivery of science/research through the provision of effective communication and management of information, and the editorial or industry liaison service, either within or outside CSIRO, to enhance CSIRO's public image and promote its capabilities. The role may involve the storage, retrieval and protection of information. Communication and Information staff typically interact with industry groups, other government agencies, professional groups, media and the general public.

Working closely with the Science EM, the NCMI / AAHL (National Collections and Marine Infrastructure / Australian Animal Health laboratory) Communication Manager, Corporate Affairs drives external campaigns and communication activities to protect and build the CSIRO brand for the NCMI / AAHL Business Units (BU). Drawing on broad and developing skills and experience across the marketing communications mix including media relations, internal communications and digital, this role supports the delivery of the BU objectives. Supporting BUs at the relatively lower end of the complexity and issues management scale, this role draws on the support of the Science EM where needed.

In some instances, the management of one or two resources may be required.

About NCMI / AAHL:

Through our National Collections and Marine Infrastructure (NCMI) business unit we manage collections of plants and animals of Australian and international significance, host and contribute to the Atlas of Living Australia, manage the Environomics Future Science Platform and host the Marine National Facility on behalf of Australia. Together they provide vital resources for research that delivers evidence based support for biosecurity, conservation and the development of sustainable land and marine management systems.

AAHL helps protect Australia’s multi-billion dollar livestock and aquaculture industries, and the general public, from emerging infectious disease threats. It is a high-containment facility designed to allow scientific research into the most dangerous infectious agents in the world. Our national Australian Animal Health Laboratory facility is a vital part of Australia’s biosecurity infrastructure. We work closely with veterinary and human health agencies globally, as about 70 per cent of emerging infectious diseases in people originate in animals.

## Duties and Key Result Areas:

* Drawing on the knowledge and expertise of the EM Science, and working closely with the BU,

develop communications strategies to support strategic priorities.

* Translate strategies into working execution plans to deliver.
* Demonstrate to Science EM the integration of Corporate Affairs strategy in BU communications

plans.

* Track and monitor key metrics to access success of communications plan.
* Liaise with media to identify and develop compelling stories about CSIRO science; manage

interviews and requests for information.

* Create strong content for use in digital or media to illustrate CSIRO science and impact, with a focus on relevance, engagement and accessibility.
* Adopt Corporate Affairs systems and processes for delivery of high quality media and content.
* Ensure rapid communication of issues to EM Science and Media and Corporate Communications Manager, and assist in issues management.
* 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.
* 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:** Sets up and maintains effective and efficient work teams and manages performance and resources, to achieve objectives. Chooses appropriate management strategies and communication styles to maintain high levels of motivation and productivity. Gives feedback for development purposes and provides support and direction for improvement.
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:** Plans, sets and works to meet challenging standards and goals for self and/or others. Recognises where endeavours will make the most impact or difference, decides on desired outcome and sets realistic goals to reach this target.
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*

***Pre‐Requisite:***

1. **Education/Qualifications:** A relevant tertiary qualification and relevant experience in

Communications – PR, marketing, digital, media or journalism.

1. **Experience:** Proven experience developing and implementing communication/media relations

strategies or working in journalist/writing field.

1. **Behaviours:** A history of demonstrated professional and respectful behaviours and attitudes in a collaborative environment*.*

***Essential Criteria:***

1. Experience managing integrated communications campaigns.
2. Demonstrated experience in liaising with media including pitching stories, managing interviews, and creating by‐lines.
3. Experience creating content for digital audiences.
4. Strong interpersonal and communication skills, both written and verbal.
5. Ability to manage multiple deadlines and to show attention to detail and quality focus
6. Team player with an ability to work collaboratively and autonomously.

## About CSIRO:

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