Communication & Information – CSOF4

Role summary for potential applicants

|  |  |
| --- | --- |
| Advertised Job Title**:** | Report Writer |
| Reference Number**:** | 55917 |
| Classification**:** | CSOF4 |
| Salary Range: | $80,833 - $91,451 plus 15.4% Superannuation |
| Location**:** | Brisbane, QLD |
| Tenure: | Specified Term of 2 years |
| Relocation assistance**:** | * Will be provided to the successful candidate if required. |
| Applications are open to: | * Australian/New Zealand Citizens and Australian Permanent Residents Only |
| Functional Area**:** | * Communication and Information |
| Reports to the: | * Director, Data61 Insight Team |
| Number of Direct Reports: | * 0 |

|  |
| --- |
| **Role Overview:** |
| Data61 is the largest data innovation group in Australia. Bringing together CSIRO’s Productivity team and National ICT Australia (NICTA). We are unrivalled in our intellectual capital and our network with the global technology marketplace. The combined group will bring together approximately 600 research staff working in digital technologies to create benefit for Australia. Data61 will continue to develop Australia’s future leaders with its strong 300+ PhD student program in collaboration with our best universities across Australia.  This position is for a report writer who will prepare written material for companies, governments and public audiences relating to the research, consulting, marketing and thought-leadership work of Data61. The successful candidate will have outstanding skills in written communication and the ability to comprehend and communicate complex technical matters relating to digital technology for non-technical audiences. The position is well suited to a science journalist. It will require the ability to handle tight timeframes and multiple tasks with high levels of team work, collaboration, cooperative problem solving, initiative and independence.  The successful candidate will report to the Director of the Data61 Insight Team. The Data61 Insight Team conducts research and consulting work into digital economy trends, risk and scenarios to inform governments, companies and communities. The work of the Insight Team helps organisations design and implement strategies and policies to navigate digital disruption. |

|  |
| --- |
| **Duties and Key Result Areas:** |
| * Prepare written materials meeting a high level of research integrity, whilst also being easy for non-technical audiences to read and understand. * Write documents which adhere to conventions in academic research with correct citation and referencing styles. * Prepare succinct and powerful narratives useful for decision makers in industry, government and community organisations. * Write in a persuasive and convincing manner making arguments supported by robust evidence to inform stakeholders about digital economy trends, risks and scenarios. * Prepare written materials in a timely manner and under the guidance of senior research consultants, research scientists and colleagues in the business development team. * Prepare written materials to support marketing, sales, thought leadership and business development activities of Data61. * Communicate effectively and respectfully with all staff, clients and suppliers in the interests of good business practice, collaboration and enhancement of Data61’s reputation. * Work collaboratively with colleagues within your team, the business unit and across Data61, to reach objectives. * Other duties as directed. |

|  |
| --- |
| **Selection Criteria:** |
| *Under CSIRO policy only those who meet all essential criteria can be appointed*  ***Pre-Requisites:***   1. **Education/Qualifications:** A tertiary qualification in in a relevant discipline such as science communication or journalism. 2. At least 2 years’ experience working as a science communicator, journalist or closely related profession. 3. **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. 4. **Behaviours:** A history of professional and respectful behaviours and attitudes in a collaborative environment. 5. **Adaptability:** Demonstrated ability to deal with ambiguity, adapting to changing circumstances and new responsibilities and maintain professionalism and flexibility. 6. **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 ability to write about scientific and technical matters for broad non-technical audiences. 2. Demonstrated ability to adhere to high standards of academic rigour in the preparation of reports including correct citation and referencing and impartial/objective communication styles. 3. Demonstrated ability to write persuasively and prepare marketing and/or thought leadership reports used for business development in a digital and/or technology context. 4. Demonstrated ability to manage competing tasks and deliver materials on time and on specifications according to the brief. 5. Outstanding professional integrity and capacity to work well as part of a team being respectful and supportive of other team members and actively building a positive, productive and happy work culture.   ***Desirable Criteria:***   1. Work experience within a digital technology organisation (either private or public).   **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.**  ***Data61 Values:***  **Great Impact**: We focus our valuable resources on areas where we can lead globally and have large impact for Australia, to aid our future prosperity and independence.  **Mastery**: We are fearless, curious and we improve every day. We strive to excel in research, technology and business, and to work with the best in the world.  **Co-Creation of Value**: Everything we do involves co-creation with our network: team, customers and partners. Generously empowering their success is central to our success.  **Ownership of Results**: We jointly hold ourselves accountable for our actions. We do this via trust and commitment.  **People and their Differences**: We embrace the creativity that comes from the diversity of our people.  **Agility and Flexibility**: We view the changing world as an opportunity. This requires agility and flexibility in everything we do; everything changes, except our constant desire to adapt.  **Tell it Straight, with Respect:**We say what we mean, mean what we say, and do not mislead, obfuscate or spin. We're direct and always respectful. |

|  |
| --- |
| **Other Information:** |
| **How to Apply**  Please apply for this position online at <https://jobs.csiro.au/> and enter requisition number **55917**. 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](mailto: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 selection documentation you require further information please contact: Dr Stefan Hajkowicz via email: [stefan.hajkowicz@csiro.au](mailto:stefan.hajkowicz@csiro.au).  Please do not email your application directly to Dr Stefan Hajkowicz. Applications received via this method will not be considered.  **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).  **Data61** is the largest data innovation group in Australia. Bringing together our Digital Productivity team and National ICT Australia (NICTA), we are unrivalled in our intellectual capital and our network with the global technology marketplace. Find out more! <http://www.csiro.au/en/Research/D61> |