# Position Description

## Communication & Information – CSOF4

Role summary for potential applicants

|  |  |
| --- | --- |
| Advertised Job Title**:** | Communications Advisor, Land and Water (0.6 FTE) |
| Job Reference: | 62154 |
| Relocation Assistance**:** | Will be provided to the successful candidate if required. |
| Applications Are Open To: | Australian/New Zealand Citizens and Australian Permanent Residents Only |
| Percentage of Client Focus - Internal: | 20% |
| Percentage of Client Focus - External: | 80% |
| Reports to the: | Communication Manager |
| Number of Direct Reports: | 0 |
| Name and Contact Details For Applicant Enquiries: | Ben Creagh via email Ben.Creagh@csiro.au Or Helen Beringen via email Helen.Beringen@csiro.au *Please do not email your application directly to Ben Creagh or Helen Beringen. Applications received via this method will not be considered.* |
| Contact Details For Applying: | Call 1300 984 220 or email 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 stakeholder engagement both in and outside of CSIRO, to promote its capabilities and enhance CSIRO's public image. 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.

The Communication Advisor will use communications expertise / specialisation and relevant domain knowledge to contribute to, and implement, a communication strategy for the CSIRO Land and Water Business Unit that is aligned with the broader Corporate Affairs and CSIRO strategies.

The role will support, and sometimes lead, the creation and delivery of integrated communications and corporate affairs within the Land and Water Business Unit, primarily focused on external communications and engagement, but with an application to internal audiences as important stakeholders and science communicators.

This role will involve a range of activities such as writing articles, media releases, creating digital content, drafting strategies, liaising with science stakeholders, developing collateral, supporting management of issues, and providing editorial oversight and delivery of CSIRO’s sustainability e-newsletter [ECOS](https://ecos.csiro.au/about/). These all contribute to ‘One CSIRO’ positioning and enhancing the CSIRO brand, whilst positioning CSIRO as trusted advisor in the domain areas of land and water research.

## Duties and Key Result Areas:

* Establish and maintain trusted advisor relationships with scientists, Business Development and other stakeholders to deliver key Business Unit (BU) priorities.
* Contribute to the implementation of the communication strategy, ensuring alignment with the broader Corporate Affairs and CSIRO strategies.
* Contribute to the delivery of integrated plans leveraging stakeholder relations, media relations, digital and social, content and marketing communications to build and protect the CSIRO brand – focusing on ensuring we are relevant, engaging and accessible.
* Deliver campaigns and influence stakeholders to deliver impact.
* Liaise with media to identify and develop compelling stories about CSIRO science, in our own and external channels.
* 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.
* 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.
* Seek opportunities to share knowledge and lessons within and across teams in order to develop a multi-skilled communication team where individuals have more than one area of domain knowledge.
* Promote a strong safety culture through active management of HSE performance.
* 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.

## Essential Criteria:

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

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

## Desirable Criteria:

1. Experience in communication/media relations or working in journalist/writing field.
2. Relevant domain knowledge

## Special Requirements:

A National Police Check is required to be lodged by the successful applicant and clearance to be received before commencing.

## About CSIRO:

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

Find out more about CSIRO [Land and Water](https://www.csiro.au/en/Research/LWF)