# Position Details

## Communication & Information- CSOF4

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| The following information is for applicants | |
| Advertised Job Title | Communication Advisor |
| Job Reference | 63196 |
| Tenure | Specified Term of 12 months  Full-time |
| Salary Range | AU$83k to AU$94k pa (pro-rata for part-time) + up to 15.4% superannuation |
| Location(s) | Negotiable, Sydney or Canberra preferred |
| Relocation Assistance | Will be provided to the successful candidate if required |
| Applications are open to | Australian/New Zealand Citizens and Australian Permanent  Residents Only |
| Position reports to the | Communication Manager – Astronomy, Space and Scientific Computing |
| Client Focus – Internal | 20% |
| Client Focus – External | 80% |
| Number of Direct Reports | 0 |
| Enquire about this job | Gabby Russell via email at Gabby.Russell@csiro.au or phone +61 02 9490 8002 |
| How to apply | Apply online at <https://jobs.csiro.au/>  Internal applicants please apply via **Jobs Central**  If you experience difficulties when applying, please email [careers.online@csiro.au](mailto:careers.online@csiro.au) or call 1300 984 220. |

### Role Overview

The role of Corporate Affairs staff in CSIRO is to promote our capabilities and how we’re solving Australia’s biggest challenges through innovative science and technology.

The Communication Advisor will use their communication expertise and relevant domain knowledge to support CSIRO’s Astronomy and Space Science business unit with a focus on our work with the Australian and international space industry.

This is a busy role that:

* Contributes to the development and implementation of the Astronomy and Space Science communication strategy that is aligned with the broader Corporate Affairs strategy and business unit strategy.
* Delivers, and sometimes leads, integrated communication activities including developing communication plans, writing blogs and media releases, creating digital content, liaising with media, developing collateral and coordinating events, all of which contribute to positioning and enhancing the CSIRO brand and delivering impact for Australia.

### Duties and Key Result Areas:

* Establish and maintain trusted advisor relationships with business unit leaders, scientists, business development teams 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 while having access to commercially sensitive information of CSIRO and/or research or commercial partners.
* Contribute to the delivery of ‘one-CSIRO’ activities across the wider Corporate Affairs team, taking a flexible, adaptive and responsive approach.
* Develop and deliver integrated communication plans that leverage 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.
* Where required, lead small project teams to deliver communication plans, influencing and negotiating with stakeholders to deliver impact.
* Assist the Business Unit Communication Manager with the identification and management of issues, as required.
* Build and maintain team-focused relationships across the Corporate Affairs team, sharing knowledge and working together in pursuit of the development and promotion of best practice communication management.
* Work collaboratively as part of a multi-disciplinary, often regionally dispersed team to carry out tasks in support of CSIRO objectives and represent CSIRO externally, including in public forums, with industry or the research sector or with Government, when required.
* 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.
* 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.

## **Required Competencies:**

* **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.
* **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.
* **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.
* **Judgement and Problem Solving:** Investigates underlying issues of complex and ill-defined problems and develops appropriate response by adapting/creating and testing alternative solutions.
* **Independence:** Recognise and makes immediate changes to improve performance (faster, better, lower cost, more efficiently, better quality, improved client satisfaction).
* **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**

#### Essential

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

1. A relevant tertiary qualification and / or relevant experience.
2. Demonstrated experience in the development and 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 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.

## **Desirable:**

1. Knowledge of the Australian space industry and relationships with key stakeholders in this domain area.

Special Requirements

Appointment to this role may be subject to conditions including provision of a national police check as well as other security/medical/character clearance requirements.

The successful candidate will be asked to obtain and provide evidence of a National Police Check or equivalent. Please note that people with criminal records are not automatically deemed ineligible. Each application will be considered on its merits.

## **About CSIRO:**

We solve the greatest challenges through innovative science and technology. To find out more visit us [online](http://www.csiro.au/)!