# Position Description

## Communication & Information – CSOF2

Role summary for potential applicants

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| Advertised Job Title**:** | Marketing Assistant |
| Job Reference: | 60799 |
| Relocation Assistance**:** | Will not 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: | 70% |
| Percentage of Client Focus - External: | 30% |
| Reports to the: | Marketing Communications Manager |
| Number of Direct Reports: | 0 |
| Name and Contact Details For Applicant Enquiries: | Melinda Chandler ([melinda.chandler@csiro.au](mailto:melinda.chandler@csiro.au))  *Please do not email your application directly to Melinda Chandler. Applications received via this method may not be considered by the selection panel.* |
| 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:

This role contributes positively to the impact of CSIRO, and science generally, by promoting **CSIRO** Publishing’s products including books, journals and magazines, as well as the company brand and services to an international audience. We have a strong emphasis on direct marketing, and you will be a key contributor assisting with creating marketing collateral, market research, database administration and conference promotions. There will be some travel, and occasional work at conferences and launches may necessitate work outside of normal hours.

The Marketing Assistant will report to the Marketing Communications Manager at CSIRO Publishing. The assistant will work in close partnership with other members of the marketing team, internal groups especially Publishers, as well as external contacts such as conference organisers, mailing houses and printers. The assistant will be a proactive and efficient self-starter, with the ability to prioritise competing deadlines, work autonomously, as well as be a part of a wider creative and strategic team.

**CSIRO** Publishing is an independent science and technology publisher of books, journals and magazines with a strong emphasis on digital publishing. It carries a national-interest publishing obligation underwritten by agreements between Australian Academy of Science and CSIRO. The business unit is owned by and operates within CSIRO on a commercial basis with its viability dependent on the capacity to generate revenue, produce quality products and sufficient return on investment.

## Duties and Key Result Areas:

* Produce digital and print marketing collateral (flyers, certificates, posters, advertisements, PowerPoint slides, etc.) for promotions, conferences and direct marketing.
* Write and proof read marketing material.
* Undertake online research for targeted subjects to devise mailing lists and key contacts for selected products.
* Research and coordinate academic inspection copy campaigns and reporting on results.
* Assist with the administration of the book review and media program.
* Maintain and update schedules, databases and content management systems.
* Communicate effectively and respectfully with all staff and customers in the interest of good business practice, collaboration and enhancement of CSIRO’s reputation.
* Adhere to the spirit and practice of CSIRO’s Values, Health, Safety and Environment plans and policies, Diversity initiatives and Zero Harm goals.
* Other duties as directed.

## CSIRO Competencies:

1. **Teamwork and Collaboration: Demonstrates initiative, actively contributing as a team member. Supports team decisions and keeps other team members up to date about individual actions. Shares all relevant and useful information. Pitches in and helps other team members when necessary.**
2. **Influence and Communication: Communicates basic facts in a courteous manner including posing appropriate questions to gain factual information.**
3. **Resource Management/Leadership: Provides instruction and assists other staff to complete allocated tasks and activities.**
4. **Judgement and Problem Solving:** Selects appropriate solutions to clearly defined problems using readily available information. Alternatives are limited and prescribed or apparent.
5. **Independence: Accepts personal responsibility for doing the job well. Looks for opportunities to improve the way things are done and makes recommendations accordingly.**
6. **Adaptability:** Accepts the need for change to work routines or technology.

## Selection Criteria:

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

* A relevant tertiary qualification in marketing or publishing and/or equivalent experience in publishing or bookselling.
* Demonstrated ability to work collaboratively in and across teams and with stakeholders.
* Excellent communication skills (written and verbal).
* Demonstrated ability to work on multiple projects, showing attention to detail, and deliver to deadlines.
* Demonstrated experience in maintaining and updating schedules, databases and content management systems.

## Desirable Criteria:

* Proficiency in Adobe, specifically InDesign and Photoshop
* Keen interest in publishing and communicating science

## About CSIRO:

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

Find out more about the CSIRO Publishing: <https://www.publish.csiro.au/>