# Position Details

## Communication & Information – CSOF 5

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| The following information is for applicants |
| Advertised Job Title | Speechwriter and Communication Advisor |
| Job Reference | 64589 |
| Tenure | Indefinite Full-time (*Flexible working arrangements available)* |
| Salary Range | AU$98,735 to AU$106,848 pa (pro-rata for part-time) + up to 15.4% superannuation |
| Location(s) | Canberra or Sydney or Melbourne |
| Relocation Assistance | Will be provided to the successful candidate if required |
| Applications are open to | * Australian Citizens Only
* Australian/New Zealand Citizens and Australian Permanent Residents Only
* All Candidates
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| Position reports to the | Communication Manager |
| Client Focus – Internal | 20% |
| Client Focus – External | 80% |
| Number of Direct Reports | 0 |
| Enquire about this job | Jenna Daroczy via email: Jenna.Daroczy@csiro.au |
| 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 or call 1300 984 220. |

### Role Overview

The Speechwriter and Communications Advisor provides specialist support to the offices of the Chair, Chief Executive, and Chief Scientist in preparation of speeches, opinion pieces, and briefings for panels and presentations, and in the general planning and liaison of external and internal engagements.

The position works with the broader CSIRO Corporate Affairs function to develop and implement integrated communication strategies to amplify the impact of these leaders and engagements to drive awareness, understanding and engagement with CSIRO’s strategy with key stakeholders.

The position also provides writing and strategic communication support to the broader Corporate Affairs function, including support for media, events, and corporate publications.

### Duties and Key Result Areas

* Provide high-level written material for the Chair, Chief Executive and Chief Scientist, including speeches, briefing notes and opinion pieces, as well as for the broader Corporate Affairs function.
* In partnership with the Media and Corporate Communication Manager, identify key internal and external engagement opportunities and amplification strategies for the Chair, Chief Executive and Chief Scientist in line with CSIRO’s strategy.
* Liaise with the offices of the Chair, Chief Executive and Chief Scientist in planning and preparation of engagements.
* Work in partnership with the Corporate Communications Executive Manager and Media and Corporate Communication Manager to provide strategic counsel to executives relating to speaking opportunities, media announcements and events.
* Ensure executive engagements are aligned with the CSIRO-wide communication calendar and appropriately promoted and supported through CSIRO-owned and external channels.
* Provide broad writing support across the Corporate Affairs function as required, including content for digital and social channels, internal communication, and media.
* Support executive media training and development as required.
* Evaluate the outcomes and impact of external engagements while providing recommendations and implementing improvements.
* 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 multidisciplinary, regionally dispersed Corporate Affairs team to carry out tasks in support of CSIRO’s purpose.
* Adhere to the spirit and practice of CSIRO’s Code of Conduct, Health, Safety and Environment procedures and policy, Diversity initiatives and Making Safety Personal 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:** 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.
* **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:** 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.
* **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 tertiary qualification in communication or a related field and/or relevant experience in developing strategic and creative communications content for organisations and their leaders.
2. **High-level writing skills with a demonstrable track record in developing and executing creative and strategic communication strategies, including speeches, opinion articles, internal communications, and media pitches.**
3. **Significant experience in speechwriting for senior leaders, including coaching and strategic counsel at executive level.**
4. **Experience writing and managing content and editorial processes in large complex organisations, working autonomously and under pressure.**
5. **High-level senior stakeholder management experience, including influencing and negotiation, coupled with the ability to build and maintain high trust and collaborative working relationships with clients across a wide range of disciplines at all levels of the organisation.**
6. **Sound knowledge of how to grow and protect a corporate brand, including risk management, problem solving, a thorough understanding of the media and political environment, and a strong news sense.**
7. **Ability to create a culture committed to value-based behaviour which fosters innovative problem solving, continuous improvement and knowledge sharing.**

#### Desirable

1. Experience in science, research, innovation or associated industries.
2. Experience in journalism or media industry.

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.

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