# Position Details

## Communication & Information – CSOF 4

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| The following information is for applicants |
| Advertised Job Title | Communication & Information Officer |
| Job Reference | 100521 |
| Tenure | Specified Term of 2 years, Full-time, |
| Salary Range | AU$96,811.00 - AU$109,527.00 per annum (pro-rata for part-time) plus up to 15.4% superannuation |
| Location(s) | Kensington, WA |
| Relocation Assistance | none |
| Applications are open to | Australian/New Zealand Citizens and Australian Permanent Residents. |
| Position reports to the | Communication Manager – Pawsey Supercomputing Research Centre |
| Client Focus – Internal | 30% |
| Client Focus – External | 70% |
| Number of Direct Reports | 0 |
| Enquire about this job | Contact [Karina Nunez] via email at karina.nunez@pawsey.org.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. |

### Acknowledgement of Country

CSIRO acknowledges the Traditional Owners of the land, sea and waters, of the areas that we live and work on across Australia. We acknowledge their continuing connection to their culture and pay our respects to their Elders past and present. View our [vision towards reconciliation](https://www.csiro.au/en/about/Indigenous-engagement/Reconciliation-Action-Plan).

### Child Safety

CSIRO is committed to the safety and wellbeing of all children and young people involved in our activities and programs. View our [Child Safe Policy](https://www.csiro.au/en/about/policies/child-safe-policy).

### Role Overview

CSIRO is seeking an experienced Communications Officer to work at the Pawsey Supercomputing Research Centre to deliver copywriting and other content in support of its strategic narrative. The role includes developing and implementing proactive and reactive written communications to support significant programs and initiatives that engage and inform external audiences in a complex environment.

The Communications and Marketing Officer plays a key role in promoting Pawsey’s national and global impact through high-quality digital storytelling, strategic content creation, and media engagement. Reporting to the Communications Manager, the role contributes to the delivery of our external communications strategy and supports internal engagement initiatives.

The successful candidate will work with colleagues to develop, align and integrate messaging into effective storytelling; quickly form positive working relationships and positively represent Pawsey with internal and external customers while delivering content around a clear narrative.

This position requires strong journalism and digital media skills, a deep curiosity for science and technology, and a proven ability to turn complex ideas into accessible, engaging narratives. The ideal candidate thrives in a collaborative team and stakeholder environment, values excellence, and is motivated to amplify the voices of researchers and innovators.

### Duties and Key Result Areas

* Deliver high-quality communications outputs that support Pawsey’s strategic priorities, including written and multimedia content across digital, social, media, and internal channels.
* Translate complex scientific and technical information into accessible, engaging content for diverse audiences to raise awareness of Pawsey’s research impact and capabilities.
* Support the planning and delivery of integrated campaigns, events, and stakeholder engagement initiatives that contribute to Pawsey’s visibility and reputation.
* Maintain and optimise content across Pawsey’s web and digital platforms, ensuring consistency, accuracy, and alignment with branding and accessibility standards.
* Monitor communication and engagement performance, report on outcomes, and apply insights to continuously improve Pawsey’s communication impact.
* Communicate confidently, 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.*

* **Qualifications and Experience:**
	+ Tertiary qualification in communications, journalism, or a related field, OR equivalent professional experience, AND demonstrated experience creating and measuring the success of digital content across multiple platforms (social media, websites, email marketing).
* **Communication and Content Development:**
	+ Excellent writing and editing skills, with the ability to translate complex/technical information into engaging content for diverse audiences, AND proven ability to conduct interviews and develop compelling narratives.
* **Digital Skills and Tools:**
	+ Proficiency in graphic and video editing software, CRM systems (e.g., HubSpot), and content management systems (e.g., WordPress), AND knowledge of multimedia and digital publishing best practices.
* **Organization and Flexibility:**
	+ Strong organisational skills to manage multiple priorities and meet deadlines independently, AND ability to occasionally travel or work outside regular hours.
* Demonstrated commitment to a values-based workplace culture that fosters innovation, continuous improvement, and knowledge sharing.

#### Desirable Criteria:

* Experience in research, higher education, or government settings.
* Experience in podcast production or audio storytelling.

Special 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/)!

**About the Pawsey Supercomputing Centre**

Pawsey is one of Australia's two Tier-1 high-performance computing facilities, accelerating scientific discovery through high-performance computing, data services, and visualisation. We enable world-class research in astronomy, health, energy, resources, and more, powering discoveries that benefit Australia and beyond.

The Centre operates as an unincorporated joint venture between CSIRO, the Australian Science Agency, Curtin University, Murdoch University and The University of Western Australia (Core Members) and Edith Cowan University (Associate Member). It is supported by the Western Australian and Federal governments. CSIRO is the Centre Agent for the Pawsey Supercomputing Centre.