# Position Details

## Communication & Information- CSOF4

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| The following information is for applicants | |
| Advertised Job Title | Communication Advisor |
| Job Reference | 87024 |
| Tenure | Specified term of 12 Months |
| Salary Range | AU$87,068 - AU$98,504 per annum plus up to 15.4% superannuation |
| Location(s) | Open to Location in Melbourne, Brisbane, Sydney, Canberra, Perth |
| 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 * All Candidates |
| Position reports to the | Communication Manager – Health and Biosecurity |
| Number of Direct Reports | 0 |
| Enquire about this job | Contact Eamonn Bermingham via [Eamonn.bermingham@csiro.au](mailto:Eamonn.bermingham@csiro.au) or on 0477 317 235 |
| 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. |

**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).

### Role Overview

### CSIRO is seeking a talented Communication Advisor to help drive the delivery of an exciting communication program for CSIRO’s work across health and biosecurity.

Through innovative science and technology, CSIRO’s Health and Biosecurity (H&B) business unit aims to improve the health and wellbeing of all Australians and reduce the impact of biosecurity threats to agriculture, the environment and our way of life.

Working with government, industry, research and communities, we are creating impact by:

* + Building Australia’s resilience to health and biosecurity megashocks
  + Supporting the technological and digital transformation of healthcare and biosecurity systems
  + Improving the health and wellbeing of all Australians

The H&B Communication Advisor uses expertise and relevant domain knowledge to help support the development and delivery of communications and stakeholder engagement activities which are aligned with CSIRO’s Corporate Affairs and H&B Business Unit strategies.

Focusing on CSIRO’s work in human health, the appointee will deliver a range of activities including writing media releases, blogs, creating digital and social media content, writing web content, assisting with event management, drafting communication plans and managing media.

Overall, this role will help the H&B Business Unit identify and engage stakeholders and communicate about a range of projects which showcase CSIRO’s brand.

### Duties and Key Result Areas

* Contribute to the development and delivery of integrated communication plans leveraging 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.
* Establish and maintain trusted advisor relationships with researchers, project partners and other stakeholders to deliver on key CSIRO priorities.
* Track communications and engagement campaigns and then report on outcomes, sharing learnings with the wider team.
* Liaise with media to identify and develop compelling stories about H&B Business Unit projects.
* Engage with the broader Corporate Affairs team to help support the promotion of projects across digital and social media channels.
* Assist the Communication Manager with the identification and management of issues, as required.
* Support the Communication Manager and wider H&B Business Unit communication team with other Business Unit and program activities, as required.
* Build and maintain team-focused relationships across all areas of the CSIRO Corporate Affairs team, sharing knowledge and working together in pursuit of the development and promotion of best practice communication.
* Promote a strong safety culture through active management of Health, Safety and Environment practices.
* Other duties, as directed.

## **Selection Criteria**

#### Essential

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

1. A relevant tertiary qualification and relevant experience in communications – PR, marketing, digital, media or journalism.
2. Experience delivering integrated communication plans across traditional media, digital and social media channels.
3. A history of demonstrated professional and respectful behaviours and attitudes in a collaborative environment*.*
4. Strong interpersonal and communication skills, both written and verbal.
5. Ability to manage multiple deadlines and to show attention to detail and quality focus.
6. Team player with an ability to work collaboratively and autonomously.

## **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.

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.

## **About CSIRO**

We solve the greatest challenges through innovative science and technology. Visit [CSIRO Online](http://www.csiro.au/) for more information.

CSIRO is a values-based organisation.  In your application and at interview you will need to demonstrate behaviours aligned to our values of:

* People First
* Further Together
* Making it Real
* Trusted