# Position Details

## Communication & Information- CSOF4

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| The following information is for applicants | |
| Advertised Job Title | Communication Advisor, Missions Program |
| Job Reference | 87824 |
| Tenure | Specified Term of 12 months  Part-time 0.8FTE |
| Salary Range | AU $87,068k – AU $98,504k per annum (pro-rata for part-time)  plus up to 15.4% superannuation |
| Location(s) | All AU CSIRO Sites will be considered. |
| 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 |
| Position reports to the | Communication Manager, Missions and Strategic Engagement |
| Client Focus – Internal | 80% |
| Client Focus – External | 20% |
| Number of Direct Reports | 0 |
| Enquire about this job | [cass.erbs@csiro.au](mailto:cass.erbs@csiro.au) / 0412 730 635 / Communication Manager, Missions and Strategic Engagement |
| 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

The Communication Advisor, Missions Program will be highly skilled and an innovative communication professional with strong communication, change and stakeholder engagement skills to take on the role of Communication Advisor in CSIRO, Australia’s national science agency. Working in the Missions Program team the role will inform and engage more than 5000 CSIRO employees across Australia and support the delivery of innovative science delivered through CSIRO’s Missions Program. The role collaborates with the broader CSIRO communication network to disseminate organisational priorities to external audiences.

CSIRO has embarked on a Missions Program to accelerate capacity to solve the greatest challenges at scale through collaborative programs enabled by investments in digital, future science and tech, data and our people. These major scientific and collaborative research programs are intended to amplify our nation’s capacity to solve the greatest challenges and accelerate the pace and scale at which we can solve each challenge and unlock a better future for our community, our economy and the planet. Missions are already engendering an organisational shift and this position is focused on supporting the shift towards one third of CSIRO’s activity being directed towards missions.

This position sits within Corporate Affairs, working with the Missions Program Office and the Missions teams to ensure effective internal communication and engagement of the program as well as supporting organisational change. Working closely with the Employee Communication and Change teams, this position will drive campaigns, communication, and engagement activity, building the Missions and Mission program within CSIRO including the refresh and diversification of our Mission portfolio.

This role will see development of content and campaigns to cater for a range of stakeholder groups, including staff, industry, other government agencies, media and the general public.

The role is required to work independently and within small or large teams. Effective time management is essential, there will be a lot of different priorities you need to manage.

There is responsibility for influencing positive employee engagement and can design and deliver effective and creative communication services to clients, including developing and implementing strategies, writing material for various channels (including social media and the web), managing issues, delivering campaign activities, building strong organisational networks and contributing to a positive change in organisational culture in the role.

### Duties and Key Result Areas

* Drive the delivery of the Internal Communication and Engagement Strategy for the Missions Program and contribute to the implementation of the CSIRO Corporate Affairs Strategy and the Mission Program Communications and Engagement Strategy.
* Establish and maintain relationships with communicators, other Enterprise functions and relevant stakeholders to deliver effective service and fulfil communication goals.
* Drive behavioural change through Communications and Engagement with targeted content and engagement activities.
* Support leaders in driving organisational change and corporate culture in complex environments with the ability to quickly earn trust and achieve strategic objectives.
* Lead small project teams to deliver creative and engaging campaigns, influencing and negotiating with stakeholders to deliver impact.
* Provide a flexible, adaptive and responsive approach to delivering planned communication activities across the Mission Program team, and the wider CSIRO communication team.
* Deliver effective communication outcomes using sound judgement and applying contemporary communication skills.
* Familiarity with content management systems and videography and photography skills, including post-production video and photo editing, considered a bonus.
* Seek opportunities to share knowledge and lessons within and across teams in order to develop a multi skilled communication function where individuals have more than one area of domain knowledge.
* Demonstrate initiative and work collaboratively as a member or team leader of an often geographically dispersed team, to carry out communication tasks under limited direction.
* 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.

**Selection Criteria**

#### Essential

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

1. Relevant tertiary qualification and relevant experience in communications – PR, marketing, digital, media or journalism.
2. Demonstrated experience developing and implementing communication change strategies.
3. Demonstrated experience managing integrated and influential communication campaigns, especially in employee engagement or internal communication.
4. Demonstrated experience creating content to drive awareness, engagement and support change.
5. Strong interpersonal and communication skills, both written and verbal with demonstrated ability to communicate complex data.
6. The ability to manage multiple deadlines whilst maintaining excellent attention to detail and quality focus and operate well in an often complex, ambiguous and fast-moving environment.
7. The ability to work effectively independently and as a member of a team, collaborate widely both internally and externally, and provide guidance to managers and staff.

**Desirable**

1. Demonstrated experience in working in change management or a change communication environment.

## **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.

Include if relevant:

* The successful candidate will be asked to obtain and provide evidence of a National Police Clearance or equivalent. Please note that individuals 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. Visit [CSIRO Online](http://www.csiro.au/) and [CSIRO Missions](https://www.csiro.au/en/about/challenges-missions) 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