# Position Details

## Communication & Information- CSOF5

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| The following information is for applicants | |
| Advertised Job Title | Communication Manager, Services |
| Job Reference | 91836 |
| Tenure | Specified Term 12 months from appointment  Full-time |
| Salary Range | CSOF5 $105,806 to $114,500 |
| Location(s) | Melbourne, Brisbane, Sydney, Canberra |
| Relocation Assistance | No relocation |
| Applications are open to | * Australian/New Zealand Citizens and Australian Permanent Residents Only |
| Position reports to the | Brand and Marketing Executive Manager, Corporate Affairs |
| Client Focus – Internal | 40% |
| Client Focus – External | 60% |
| Number of Direct Reports | 1 |
| Enquire about this job | Contact: Carli Holloway, Executive Manager, Brand and Marketing. Email: [carli.holloway@csiro.au](mailto:carli.holloway@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](mailto:careers.online@csiro.au) or call 1300 984 220. |

### Role Overview

We are seeking a driven, energetic, and strategic senior communication and marketing professional to join our Corporate Affairs team. You’ll be delivering initiatives that support CSIRO’s business to business development, customer engagement and brand awareness activities.

You will be part of Brand and Marketing team working closely with CSIRO’s Services team, leveraging their knowledge to implement integrated solutions to drive awareness, engagement, and advocacy. The Services unit at CSIRO is made up of CSIRO Futures, SME Connect and Infrastructure Technologies. You’ll join a team of communications managers also working in this business unit but have autonomy to focus on your own key areas as well as opportunities to collaborate and learn from these communications colleagues.

As part of a wider group of the communication team across Australia, you’re experienced, hands-on and pragmatic, with demonstrated success in devising, implementing and evaluating high-impact content, campaigns, events and strategies.

You are extremely organised with strong relationship, journalistic and project management skills. The ability to work cross-functionally with diverse stakeholders including CSIRO staff, agency partners, government, universities, investors and industry is a key aspect of this role.

### Duties and Key Result Areas:

* Rapidly build and manage constructive relationships and work as a strategic and trusted partner to develop and deliver high quality outcomes.
* Develop marketing and communication strategies to support the strategic priorities of CSIRO’s Services team. Translate these strategies into working execution plans to deliver top content and more.
* Create, execute and measure marketing-communication activities that support CSIRO's customer communication, engagement and lead generation strategies.
* Deliver campaigns and events that raise CSIRO's profile in local markets, to drive awareness and engagement with industry and government audiences.
* Create engaging and relevant content for our target audiences – content for use in digital or media to illustrate CSIRO collaboration, science and impact – focusing on it being relevant, engaging and accessible.
* Show initiative and work effectively as a member of a highly distributed team to deliver high quality outcomes with autonomy and collegial behaviour.
* 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.
* Build and maintain team-focused relationships across all areas of the Corporate Affairs team, sharing knowledge and working together in pursuit of the development and promotion of best practice Communication management.
* 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.

## **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. Five years + experience with a relevant tertiary qualification and/or significant work experience in marketing communications.
2. Evidence of successfully developing and implementing strategies to reach business audiences.
3. Proven skills in building strong partnerships with stakeholders to develop organisational and cross-functional marketing initiatives that translate into business opportunities.
4. Strong writing skills, especially relating to the development of business-to-business marketing collateral and campaigns.
5. Demonstrated ability to work successfully in multi-disciplinary teams
6. Demonstrated understanding and application of digital marketing principles
7. Ability to work autonomously and adapt to changing circumstances to achieve team objectives.

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. This role may require interstate travel from time to time.

## **About CSIRO:**

We solve the greatest challenges through innovative science and technology. To find out more visit us [online](http://www.csiro.au/)! Find out more about CSIRO  [Resources](https://www.csiro.au/en/Research/MRF)

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