# Position Details

## Communication & Information- CSOF6

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| The following information is for applicants | |
| Advertised Job Title | Communication Manager National Collections and Marine Infrastructure (NCMI) |
| Job Reference | 77473 |
| Tenure | Specified Term of 2 years  Full-time |
| Salary Range | AU$115,605k - AU$135,467k per annum (pro-rata for part-time)  plus up to 15.4% superannuation |
| Location(s) | Negotiable, any Aust CSIRO site |
| Relocation Assistance | Will be provided to the successful candidate if required |
| Applications are open to | * Australian/New Zealand Citizens and Australian Permanent Residents |
| Position reports to the | Executive Manager, Corporate Affairs |
| Number of Direct Reports | 4 |
| Enquire about this job | Contact Eamonn Bermingham via email at [Eamonn.bermingham@csiro.au](mailto:Eamonn.bermingham@csiro.au) or phone +61 477 317 235 |
| 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. |

### Role Overview

The NCMI (National Collections and Marine Infrastructure) Communication Manager uses communications expertise to develop, lead, implement and evaluate communication and engagement strategies of Business Unit (BU) and Enterprise importance.

This role is responsible for leading the creation and delivery of integrated communications and corporate affairs for the NCMI Business Unit, primarily focused on external communications and stakeholder engagement, but with an application to internal audiences as an important stakeholder and message proponent. Responsible for leading the development of the communications plan and working with the leadership team to build out the engagement strategy, the aim is to ensure the role supports delivery of the Business Unit priorities, enhances and contributes to a ‘One CSIRO’ positioning, and effectively protects and builds the CSIRO brand. The Communication Manager is adept at working in complex environments, managing competing and changing priorities, and can display exceptional interpersonal skills.

The role reports to the Executive Manager of Corporate Affairs and requires management of a team of communication advisors, cross Business Unit and Central Communications collaboration.

#### About NCMI

Through our National Collections and Marine Infrastructure (NCMI) Business Unit we manage collections of plants and animals of Australian and international significance, host and contribute to the Atlas of Living Australia, manage the Environomics Future Science Platform, oversee a program of Engineering and Technology for marine and atmospheric science, and host the Marine National Facility on behalf of Australia. Together they provide vital resources for research that deliver evidence-based support for biodiversity, conservation and the development of sustainable land and marine management systems.

### Duties and Key Result Areas

* Partner with and contribute to NCMI leadership team and others to develop, deliver and evaluate communication and engagement strategies that align with both the BU strategy and the Corporate Affairs strategy.
* Using communications expertise, develop strong trusted advisor relationships with senior leaders across the BU and other stakeholders to deliver communication priorities for science and business to fulfil CSIRO's purpose.
* Deliver integrated plans leveraging media relations, stakeholder engagement, digital and social, content and marketing communications to build and protect the CSIRO brand - focusing on ensuring we are relevant, engaging and accessible.
* Identify and manage issues in conjunction with the EM including planning, messaging and mitigation. Liaise with media to identify and develop compelling stories about CSIRO science.
* Initiate, develop or commission strong content for use in digital or media to illustrate CSIRO science and impact - focusing on it being relevant, engaging and accessible.
* Identify and develop opportunities for partnering, sponsorships or events to reach key audiences.
* Monitor and evaluate the effectiveness of the team's communication activities including contribution to awareness, knowledge and understanding of CSIRO.
* Partner with business unit leaders, government relations and business development teams to identify critical internal and external stakeholders and establish networks to gain support for communication activities, particularly innovative ones that will have maximum impact.
* Demonstrate flexible thinking and adapt to and manage the increasing rate of organisational change by adjusting strategies, goals and priorities; and assess the risk and opportunity of identified strategies, options and actions.
* Act and/or represent the Executive Manager, Science, Corporate Affairs (CA) as required, in both internal and external forums.
* Develop and contribute to a cohesive, collaborative, innovative CA leadership team, ensuring seamless and proactive connection between all areas of CA - modelling desired culture and empowering high-level delivery.
* 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.
* Build and lead a high performing team including responsibility for professional development and individual and team performance through coaching, counselling, feedback and influencing and motivating individuals and teams.
* Accept full responsibility for decisions - demonstrate drive and initiative in overcoming problems and setbacks in achieving team and individual goals.
* Adhere to the spirit and practice of CSIRO’s Values, 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:** Identifies critical stakeholders and influences them via an influential third party, for example through an established network, to gain support for sometimes contentious, proposals / ideas.
* **Resource Management/Leadership:** Provides leadership that fosters an environment that encourages new ideas and provides support for the development of emerging skills. Creates trust by displaying consistency and understanding through integrity and patience. Plans, seeks, allocates and monitors resources to achieve outcomes.
* **Judgement and Problem Solving:** Anticipates and manages problems in ambiguous situations. Develops and selects an appropriate course of action and provides for contingencies. Evaluates, interprets and integrates complex bodies of information and draws logical conclusions, synthesises proposals and defends options with reasoned arguments.
* **Independence:** Assesses the risk and opportunity of identified strategies, options and actions. Overcomes problems and setbacks in achieving goals. Invariably includes consideration of value-added future impact on bottom line when determining the optimal and efficient use of resources.
* **Adaptability:**Demonstrates flexibility in thinking and adapts to and manages the increasing rate of organisational change by adjusting strategies, goals and priorities.

## **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 – public relations, marketing, digital, media or journalism.
2. Demonstrated communication management experience in a complex business encompassing:
   1. Strategic planning and implementation, calculating risk, problem solving, effective team and budget management
   2. Producing creative communication strategies delivered through multiple channels
   3. Delivery of high-profile communications campaigns resulting in widespread national media coverage, stakeholder engagement and client satisfaction
3. Demonstrated experience assessing the risk and opportunities of identified strategies, options and actions and ability to overcome setbacks to achieve organisation-wide goals.
4. Experience delivering effective leadership (strategic and people) through significant change, and creating a culture committed to values-based behaviour that fosters innovative problem solving, continuous improvement and knowledge sharing.
5. Demonstrated experience building and maintaining strong professional and collaborative working relationships across boundaries with experience in issues management and stakeholder engagement, and contemporary communication practices to achieve positive outcomes.
6. Experience in managing and leading a high performing team, with a particular focus on instilling creativity and visionary thinking among team members, ensuring high standards of service delivery as well as technical output.

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 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/) 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