# Position Description

*Corporate Communications Advisor*

### Communication & Information – CSOF4

Role summary for potential applicants

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| Advertised Job Title**:** | Corporate Communications Advisor |
| Job Reference: | 77684 |
| **Hours:** | Specified term of 18 months3-4 days per week, flexible working arrangements available |
| **Location:** | Negotiable, any Capital city  |
| Relocation Assistance**:** | Will be provided to the successful candidate if required. |
| Applications Are Open To: | Australian Citizens Only |
| Percentage of Client Focus - Internal: | 80% |
| Percentage of Client Focus - External: | 20% |
| Reports to the: | Manager, Media and Corporate Communication |
| Number of Direct Reports: | 0 |
| Contact for applicant enquiries: | Jenna Daroczy – Jenna.Daroczy@csiro.au  |
| Contact for applying: | Call 1300 984 220 or email careers.online@csiro.au.  |
| How to Apply: | Please apply online at [jobs.csiro.au](https://jobs.csiro.au/) and enter the requisition number. Internal applicants please apply via ‘Jobs Central’ through the ‘People Hub’ icon.  |

## Role Overview:

The Corporate Communications Advisor supports the Media and Corporate Communication Manager and their team to deliver high quality, coordinated and one-CSIRO messaging to key stakeholder audiences. The advisor will support the delivery of key CSIRO corporate publications and messaging, including CSIRO’s Annual Report, Corporate Plan and other key publications which promote CSIRO’s impact and relevance. They will also provide broader communications support across the Corporate Affairs team and proactively seek opportunities to lift visibility of CSIRO’s narrative with key audiences, both internal and external.

## Duties and Key Result Areas:

* Build relationships across CSIRO to help manage the development of key corporate publications and communications, ensuring alignment with CSIRO’s Corporate Affairs and CSIRO-wide strategies.
* Partner with internal clients to provide expert and best practice advice to enable their communication objectives.
* Proactively seek out opportunities and best practice to lift visibility of CSIRO’s narrative.
* Maintain internal systems and processes for the management, development and delivery of publications.
* Assist in the delivery of CSIRO’s broader communications activities as required.
* Promote a strong safety culture through active management of HSE performance.
* 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.
* Work collaboratively as part of a multi-disciplinary, regionally dispersed team to carry out tasks in support of CSIRO’s objectives.
* 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.

## CSIRO Competencies:

1. **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.**
2. **Influence and Communication: Uses knowledge of others’ priorities and adapts to appeal to the interests and level of the audience. Anticipates and prepares for others’ reactions.**
3. **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.**
4. **Judgement and Problem Solving:** Investigates underlying issues of complex and ill-defined problems and develops appropriate response by adapting/creating and testing alternative solutions.
5. **Independence: Recognise and makes immediate changes to improve performance (faster, better, lower cost, more efficiently, better quality, improved client satisfaction).**
6. **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:

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

1. A certificate or tertiary qualification and relevant work experience in communications, public relations, journalism, marketing or employee relations.
2. Demonstrated experience managing and communicating/promoting corporate publications and editorial processes in large, complex environments.
3. Experience building and maintaining professional and collaborative working relationships across a wide range of disciplines, and at all levels of an organisation, both internally and externally.
4. Exceptional writing, editing and verbal communications skills, and attention to detail.