# Position Description

## Communication & Information – CSOF4

Role summary for potential applicants

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| Advertised Job Title**:** | Communication Advisor, Education |
| Job Reference: | 82281 |
| **Tenure:** | 2 year Specified Term, Full Time |
| Salary Range: | AU$87,068 to AU$98,504 pa + up to 15.4% superannuation |
| Location: | Eveleigh, Sydney, NSW |
| Applications Are Open To: | Australian/New Zealand Citizens and Australian Permanent Residents Only |
| Percentage of Client Focus - Internal: | 25% |
| Percentage of Client Focus - External: | 75% |
| Reports to the: | Communication Manager, Education & Publishing |
| Number of Direct Reports: | 0 |
| Name and Contact Details For Applicant Enquiries: | [lizzie.duthie@csiro.au](mailto:cass.erbs@csiro.au) / 0409 721 821 / Communication Manager, Education & Publishing |
| Contact Details For Applying: | Call 1300 984 220 or email [careers.online@csiro.au](mailto: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:

We are looking for a highly skilled and innovative communication professional with strong and stakeholder engagement skills to take on the role of Communication Advisor in CSIRO, Australia’s national science agency. Working with our CSIRO Education and Outreach team, you will support the Generation STEM initiative.

As we move into an era of fast-paced technological disruption, an innovative STEM-skilled workforce will be essential for the growth of our nation and economic prosperity. CSIRO is working closely with industry and the education sector to develop and deliver programs that have proven impact, with a clear focus on building a pipeline of STEM talent.

The NSW Government has made a ten-year $25 million endowment to the Science and Industry Endowment Fund (SIEF) to establish the Generation STEM initiative to attract, support, retain and train NSW students in STEM through school, further education and into employment.

Generation STEM will deliver programs that attract more diverse, high‐potential high school students into NSW‐based STEM educational pathways (higher education and vocational education and training) and retain top performers in NSW‐based STEM employment and/or further education

This position is within CSIRO Corporate Affairs, working with the Generation STEM team to lead the development of communication strategies to support the program and deliver high impact communication activities, working with a range of internal and external stakeholders. This role will see you develop content and campaigns to cater for a range of stakeholder groups, including: staff, industry, other government agencies, media and the general public.

We will be calling on you 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.

If you have a track record of designing and deliver effective and creative communication activities, 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 then this might be the role for you.

## Duties and Key Result Areas:

* Confidently create integrated, high impact and measurable campaigns for Generation STEM.
* Proactively identify opportunities effectively reach key audiences across industry, government, media and stakeholders.
* Participate enthusiastically as a part of CSIRO’s broader Corporate Affairs function, which works on an account management model, with a focus on flexibility and cooperation.
* Establish and maintain collaborative relationships internally and externally to deliver effective service and fulfil communication goals.
* Manage constructive relationships with external agencies to deliver campaign objectives.
* Efficiently manage all aspects of high-profile integrated marketing and communication activities with multiple stakeholders.
* 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.

## 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 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.**
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 relevant tertiary qualification and relevant experience in communications – PR, marketing, digital, media or journalism.
2. Demonstrated experience developing and implementing communication strategies.
3. Demonstrated experience managing integrated and creative communication campaigns, especially in employee engagement or internal communication.
4. Demonstrated experience creating content for digital audiences.
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 also as a member of a team, collaborate widely both internally and externally, and provide guidance to managers and staff.

## Desirable Criteria:

1. Demonstrated experience working with large, complex organisations, including research agencies.

## About CSIRO:

We imagine. We collaborate. We innovate. To find out more visit us [online](http://www.csiro.au/)!