# Position Details

## Communication & Information- CSOF4

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| The following information is for applicants | |
| Advertised Job Title | Communication and Stakeholder Engagement Advisor – Atlas of Living Australia (ALA) |
| Job Reference | 82846 |
| Tenure | Specified Term of 12 months  Full-time |
| Salary Range | AU$87,068 - AU$98,504 per annum (pro-rata for part-time)  plus up to 15.4% superannuation |
| Location(s) | Brisbane and Canberra preferred; other Australian capital cities considered |
| 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 | Communication Manager – National Collection and Marine Infrastructure (NCMI) |
| Client Focus – Internal | 50% |
| Client Focus – External | 50% |
| Number of Direct Reports | 0 |
| Enquire about this job | Lucinda Ross [Lucinda.Ross@csiro.au](mailto:Lucinda.Ross@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. |

**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 role of Communication and Information staff in CSIRO is to support the delivery of science/research through the provision of effective communication and management of information, and the editorial or industry liaison service, either within or outside CSIRO, to enhance CSIRO's public image and promote its capabilities.

The Communication and Stakeholder Engagement Advisor – Atlas of Living Australia (ALA) uses expertise and relevant domain knowledge to help support the development and delivery of communications and stakeholder engagement activities which are aligned with CSIRO’s Corporate Affairs and ALA strategies.

The ALA is a collaborative, digital, open infrastructure that pulls together Australian biodiversity data from multiple sources, making it accessible and reusable. The ALA, hosted by CSIRO and funded by [NCRIS](https://www.dese.gov.au/ncris?msclkid=d20dd74ad0ef11ec86751b4f63a5162e), helps create a more detailed picture of Australia’s biodiversity for scientists, policy makers, environmental planners and land managers, industry and the general public, and enables them to work more efficiently.

The appointee will deliver a range of activities including writing blogs, fact sheets, media releases, creating digital and social media content, writing web content to support ALA products and services, drafting project communication plans, and undertaking stakeholder mapping to help support the ALA in delivering its strategic goals.

Overall, this role will help the ALA identify and engage stakeholders and communicate about a range of projects which showcase its value in delivering trusted biodiversity data services for Australia, supporting world-class research and decision-making.

This appointee will work alongside the Communication Advisor – ALA (0.7 FTE), whose role is focused on providing strategic program communications support to the ALA’s website and digital channels, and across CSIRO channels.

### Duties and Key Result Areas

* Contribute to the development and delivery of integrated communication plans leveraging media relations, digital and social content and marketing communications to build and protect the ALA brand – focusing on ensuring we are relevant, engaging and accessible.
* Lead the establishment and delivery of an ALA stakeholder map and engagement framework, which will allow the ALA to engage key audiences and meet specific external contractual obligations.
* Establish and maintain trusted advisor relationships with the ALA leadership team, project partners, researchers, and other stakeholders to deliver key ALA and CSIRO priorities.
* Develop metrics to track communications and engagement campaigns and then report on outcomes, sharing learnings with the wider team.
* Contribute to the implementation of the ALA communication and engagement strategy, ensuring alignment with CSIRO’s Corporate Affairs strategy.
* Liaise with media to identify and develop compelling stories about ALA projects.
* Engage with the broader ALA Communications team to help support promotion of ALA projects across digital and social media channels.
* Assist the Communication Manager – NCMI with the identification and management of issues, as required.
* Support the Communication Manager and wider NCMI communications team with other BU and program activities, as required.
* Build and maintain team-focused relationships across all areas of the CSIRO Corporate Affairs team, sharing knowledge and working together in pursuit of the development and promotion of best practice communication.
* Promote a strong safety culture through active management of Health, Safety and Environment practices.
* Other duties, as directed.

## **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 – PR, marketing, digital, media or journalism.
2. Proven experience developing and implementing communication and stakeholder engagement strategies that are aligned to business objectives.
3. A history of demonstrated professional and respectful behaviours and attitudes in a collaborative environment*.*
4. Experience delivering integrated communication plans across traditional media, digital and social media channels.
5. Experience in project stakeholder mapping and engagement plan execution.
6. Strong interpersonal and communication skills, both written and verbal.
7. Ability to manage multiple deadlines and to show attention to detail and quality focus.
8. Team player with an ability to work collaboratively and autonomously.

## **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.

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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