# Position Details

## Communication & Information- CSOF6

|  |  |
| --- | --- |
| The following information is for applicants | |
| Advertised Job Title | Health and Biosecurity Communication Manager |
| Job Reference | 85344 |
| Tenure | Indefinite |
| Salary Range | AU$113k to AU$132k pa + up to 15.4% superannuation |
| Location(s) | Open to location in Melbourne, Brisbane, Sydney, Adelaide, Canberra and Perth |
| Relocation Assistance | Will be provided to the successful candidate if required |
| Applications are open to | * Australian/New Zealand Citizens and Australian Permanent Residents Only |
| Position reports to the | Executive Manager, Corporate Affairs |
| Number of Direct Reports | 3 |
| Enquire about this job | Contact Eamonn Bermingham via email at [Eamonn.Bermingham@csiro.au](mailto:Eamonn.Bermingham@csiro.au) or phone 0477 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. |

### CSIRO is seeking a talented Communication Manager to drive a communication program for CSIRO’s work across health and biosecurity, leading a small team and working across the broader Corporate Affairs team.

### About

Through innovative science and technology, CSIRO’s Health and Biosecurity (H&B) business unit aims to improve the health and wellbeing of all Australians and reduce the impact of biosecurity threats to agriculture, the environment and our way of life.

Working with government, industry, research and communities, we are creating impact by:

* + Building Australia’s resilience to health and biosecurity megashocks
  + Supporting the technological and digital transformation of healthcare and biosecurity systems
  + Improving the health and wellbeing of all Australians

### Role Overview

The H&B Communications Manager uses communication expertise to develop, lead, implement and evaluate communication and engagement strategies of strategic importance to CSIRO, with emphasis on supporting the science impact delivered through H&B.

This role is responsible for leading the creation and delivery of integrated communication and corporate affairs for H&B, primarily focused on external communication and engagement, but with an application to internal audiences as an important stakeholder. Responsible for leading the development and delivery of the communication plan, the aim is to ensure the plan clearly communicates science impact within H&B and more broadly across CSIRO. The Communication Manager is adept at working in complex environments, managing competing and changing priorities, and can display exceptional interpersonal skills.

The role requires management of a small team of communication advisors, cross business unit (BU) and central communications collaboration. The role reports to the Executive Manager of Corporate Affairs.

### Duties and Key Result Areas:

* Create and deliver integrated plans demonstrating science impact through leveraging media relations, digital and social, content and marketing communications to build and protect the CSIRO brand - focusing on ensuring we are relevant, engaging and accessible.
* Partner with and contribute to the H&B leadership team and others to develop, deliver and evaluate communication strategies that align with both the BU strategy and the Corporate Affairs strategy.
* Using communication expertise, develop strong trusted advisor relationships
* Identify and manage issues in conjunction with the Executive Manage, 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.
* 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, Corporate Affairs 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.
* Promote a strong safety culture through active management of HSE performance.
* 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:** 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. Relevant experience in leadership and management within large or complex organisations.
2. Demonstrated communication management experience in a complex business encompassing:

* Strategic planning and implementation, calculating risk, problem solving, effective team and budget management;
* Producing creative communication strategies delivered through multiple channels;
* Delivery of high-profile communication campaigns resulting in widespread national media coverage, stakeholder engagement and client satisfaction.

1. Demonstrated experience assessing the risk and opportunities of identified strategies, options and actions and ability to overcome setbacks to achieve organisation-wide goals.
2. Experience in issues management, stakeholder engagement and contemporary communication practices to achieve positive outcomes.
3. 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.
4. Relevant tertiary qualification and seven plus years’ of relevant experience

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 Check or equivalent. Please note that people 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. To find out more visit us [online](http://www.csiro.au/)!