# Position Details

## Communication & Information- CSOF5

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| The following information is for applicants | |
| Advertised Job Title | Senior Communication Advisor – IMT |
| Job Reference | 90748 |
| Tenure | Specified term of 18 months  Full-time or job-share considered |
| Salary Range | AU$105,806 to AU$114,500 per annum (pro-rata for part-time) plus up to 15.4% superannuation |
| Location(s) | Canberra, Melbourne, Perth, Brisbane and Adelaide. |
| Relocation Assistance | Not applicable |
| Applications are open to | Australian/New Zealand Citizens and Australian Permanent Residents |
| Position reports to the | Communication Manager, Employee Engagement |
| Client Focus – Internal | 80% |
| Client Focus – External | 20% |
| Number of Direct Reports | 0 |
| Enquire about this job | Contact Indra Tomic/Karina Clement via email at [indra.tomic@csiro.au](mailto:indra.tomic@csiro.au) / [karina.clement@csiro.au](mailto:karina.clement@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 Senior Communication Advisor – Information Management and Technology (IMT) develops, leads and implements communication strategies, drives internal campaigns and external activities to support CSIRO’s IMT Business Unit and build the CSIRO brand.

The role is responsible for the development of impactful content and exceptional stakeholder management and is to provide strategic, creative and agile communication advice to support the effective provision of research and development activities in IMT.

Sitting within the Employee Engagement team, in Corporate Affairs, this role will contribute to helping to inform and engage more than 5500 CSIRO employees across Australia. The role will be fully deployed to work in the IMT Business Unit to support their communication planning and implementation of IMT projects and will be part of a virtual team consisting of change and communications specialists.

IMT provides services to CSIRO that includes Information Technology Services, Scientific Computing, Application and Information Management Systems and Cyber. IMT’s success in providing sustainable and efficient enterprise services and in developing leading edge technology for research support and science data has helped to foster the development of a digital agenda.

IMT has ongoing, multi-year programs and projects of work to refresh systems and processes to support CSIRO’s strategy requiring immediate communication support to help with the adoption of these.

The position requires an experienced communicator who can think laterally about how communication can support and enhance IMT’s programs, provide critical information to the organisation to raise awareness of these initiatives, and affect behavioural change.

### Duties and Key Result Areas:

* Support the implementation of IMT's strategic and operational projects by delivering effective communication activities to increase the awareness, adoption and utilisation of CSIRO’s future focused solutions.
* Provide professional and strategic advice on communication and change issues which have a major impact on the operations of the work area, influence the decisions of managers, and have a measurable impact on the Business Unit’s activities.
* Develop and maintain trusted relationships with IMT teams and stakeholders to determine their needs, tailoring solutions to potentially conflicting requirements, taking personal responsibility for stakeholder satisfaction, and correcting problems promptly and in a constructive manner.
* Build and maintain team-focused relationships across all areas of the IMT Change Management team, Employee Communication team, and the broader Corporate Affairs team, sharing knowledge and working together in pursuit of the development and promotion of best practice communication.
* Manage multi-projects whilst operating in an agile, digital and fast-moving, complex environment. Recognising the need for change, initiating and implementing effective and innovative solutions.
* Assign, track and monitor key metrics to make informed decisions about communication objectives and effectiveness.
* Work collaboratively as part of a multi-disciplinary, often regionally dispersed research team, and business unit to carry out tasks in support of CSIRO scientific objectives.
* Adhere to the spirit and practice of CSIRO’s Code of Conduct, Health, Safety and Environment procedures and policy, Diversity initiatives, CSIRO values and Making Safety Personal goals.
* 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, communications, marketing, digital, media or journalism.
2. 5+ years' experience developing and implementing communication strategies in a dynamic and agile working environment.
3. Demonstrated experience managing integrated and creative communication campaigns, especially in employee, internal or change communication.
4. Proven expertise in stakeholder management, change management and issues management.
5. Strong interpersonal and communication skills, both written and verbal with demonstrated ability to communicate complex data and creating content for digital audiences.
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**

1. Demonstrated experience operating in an O365 environment and across multiple platforms.

## **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:** Sets up and maintains effective and efficient work teams and manages performance and resources, to achieve objectives. Chooses appropriate management strategies and communication styles to maintain high levels of motivation and productivity. Gives feedback for development purposes and provides support and direction for improvement.
* **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:** Plans, sets and works to meet challenging standards and goals for self and/or others. Recognises where endeavours will make the most impact or difference, decides on desired outcome and sets realistic goals to reach this target.
* **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.

Include if relevant:

* 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.
* This role has child safety obligations. Accordingly, the successful candidate will be required to obtain or provide evidence that they hold a working with children check prior to confirmation of appointment.

## **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