# Position Details

## Communication & Information- CSOF5

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| The following information is for applicants | |
| Advertised Job Title | Communication and Engagement Advisor - Missions |
| Job Reference | 90995 |
| Tenure | Specified Term till 30 June 2024, Full-time or Part-time. |
| Salary Range | AU$105,806 to AU$114,500 pa (pro-rata for part-time) + up to 15.4% superannuation |
| Location(s) | All Australian CSIRO locations considered |
| Relocation Assistance | Will be provided to the successful candidate if required |
| Applications are open to | All Candidates |
| Position reports to the | Communication Manager, Corporate Affairs |
| Client Focus – Internal | 20% |
| Client Focus – External | 80% |
| Number of Direct Reports | 0 |
| Enquire about this job | Call 1300 984 220 or email [careers.online@csiro.au](mailto:careers.online@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

CSIRO has embarked on a Missions Program to accelerate our capacity to solve the greatest challenges at scale through collaborative programs enabled by investments in digital, future science and tech, data and our people. These major scientific and collaborative research programs are intended to amplify our nation’s capacity to solve the greatest challenges and accelerate the pace and scale at which we can solve each challenge and unlock a better future for our community, our economy and the planet.

We are looking for a highly skilled and innovative professional with strong communication and stakeholder engagement skills to take on the role of a Communication and Engagement Advisor in CSIRO, Australia’s national science agency. The role would be working closely with one of a number of new or evolving missions in our Mission Program. These missions span the domains of energy, climate, environment, infrastructure, agriculture and health.

Working closely with the Mission; Missions Program; relevant Business Unit/s; and relevant Missions stakeholders, this position will drive external campaigns, communication and engagement activity to protect and build the CSIRO brand for the Mission. Drawing on broad and developing skills and experience across the marketing communications mix including media relations, internal communications and digital, and stakeholder engagement this role supports the delivery of the Mission, BU and CSIRO objectives.

This role will see you co-develop and deliver the communication and stakeholder engagement for the developing Mission. This includes strategy development and implementation; stakeholder engagement including with government; brand management; marketing; and managing employee engagement. We will be calling on you to work independently and within small or large teams. Effective time management is essential, as there will be a lot of different priorities you need to manage.

If you have a track record of influencing positive engagement and can design and deliver effective and creative communication services to clients, 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:

* Partner with the Mission team to develop a communication and engagement strategy that aligns with the Mission’s business strategy.
* Translate the strategy into a working plan that delivers a pipeline of creative and engaging activities that includes:
  + Liaising with media to drive promotional opportunities
  + Creating physical collateral and digital content
  + Organising events and opportunities with key stakeholders and groups
  + Ensuring activities meet CSIRO and partner brand requirements, and enhance our brands
  + Tracking and monitoring key metrics to measure the success of activities
* Work collaboratively with geographically dispersed teams to deliver activities with limited direction, demonstrating initiative and a flexible, adaptive and responsive approach.
* Monitor the external environment to identify opportunities and manage risks and ensure rapid communication of issues and assist in issues management.
* Establish and maintain positive relationships across Corporate Affairs, with other business functions and internal CSIRO stakeholders, with Mission partners, and with other external stakeholders.
* Share knowledge and work together in pursuit of the development and promotion of best practice communication and engagement.
* 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.

### Selection Criteria

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

#### Essential

1. A relevant tertiary qualification and relevant experience in communications – public relations, marketing, digital, media or journalism.
2. Demonstrated experience developing and implementing communication and stakeholder engagement strategies.
3. Demonstrated experience managing integrated communication and stakeholder engagement campaigns encompassing:

* strategic planning and implementation, problem solving and effective team management
* liaising with media outlets including pitching stories, managing interviews –both proactive and reactive.
* creating collateral and digital content that engages audiences
* developing, or contributing to, engaging online and in-person events
* working with brand managers to meet organisational and partner requirements

1. Ability to manage multiple deadlines while maintaining excellent attention to detail and quality.
2. Ability to operate well in complex, ambiguous and fast-moving environments.
3. Strong interpersonal and communication skills, both written and verbal, with the ability to build strong relationships with internal and external stakeholders.

#### Desirable

1. Knowledge and experience in the of energy, climate, environment, infrastructure, agriculture and health domains.

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.

### About CSIRO

We solve the greatest challenges through innovative science and technology. To find out more visit us [online](http://www.csiro.au/)!

Find out more about CSIRO  [Resources](https://www.csiro.au/en/Research/MRF)

## **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.