# Position Details

## Communication & Information- CSOF5

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| The following information is for applicants |
| Advertised Job Title | Senior Communication Advisor  |
| Job Reference | 91350 |
| Tenure | Indefinite, Full-time.  |
| Salary Range | AU $105,806 to AU $114,500 pa (pro-rata for part-time) + up to 15.4% superannuation |
| Location(s) | Flexible |
| 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 | Communication Manager - Environment, Corporate Affairs |
| Client Focus – Internal | 20% |
| Client Focus – External | 80% |
| Number of Direct Reports | 0 |
| Enquire about this job | Contact Chris Gerbing via email at chris.gerbing@csiro.au. |
| How to apply | Apply online at [jobs.csiro.au](https://jobs.csiro.au/) Internal applicants please apply via **Jobs Central** If you experience difficulties when applying, please email 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**From ridges to reefs and from microbes to megafauna, CSIRO’s environmental research aims to deliver solutions that support the resilient and sustainable management of our natural resources fundamental to Australia's development and prosperity.

We are looking for a highly skilled and motivated communication professional with strong media and issues management skills to take on the role of Senior Communication Advisor for CSIRO’s Environment business unit. Working with our largest science impact business unit, you will drive the communication strategy and delivery in partnership with industry, government, and academia.

Working closely with the Environment business unit and as part of CSIRO’s Corporate Affairs Enterprise Services group, this position will drive external campaigns, communication, and engagement activity to protect and build the CSIRO brand. Drawing on broad skills and experience across the marketing communications mix including media relations, issues and brand management, internal communications, digital publishing, and stakeholder engagement this role will strategically position the Environment business unit with key audiences.

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. Also, you will take on some leadership roles in the team, including responsibility for reporting to Research Program Directors, mentoring team members, and contributing to the roll out of corporate initiatives.

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 Environment business unit to develop communication and engagement strategies for key pieces of work that align to the Unit’s business and science strategy.
* Establish and maintain relationships with communicators, other functions, and relevant stakeholders (including partnered BUs) to deliver effective service and fulfil communication goals.
* Lead small project teams to deliver creative and engaging campaigns, influencing, and negotiating with stakeholders to deliver impact.
* Provide a flexible, adaptive and responsive approach to delivering planned tactics and activities across the business unit, and wider CSIRO.
* Deliver effective communication and stakeholder engagement outcomes using sound judgement and applying contemporary skills.
* Monitor the external environment to identify opportunities and manage risks and ensure rapid communication of issues and assist in issues management.
* Seek opportunities to share knowledge and lessons within and across teams to develop a multi skilled communication function where individuals have more than one area of domain knowledge.
* Contribute to the implementation of the CSIRO Corporate Affairs Strategy including tracking and monitoring key metrics to assess success.
* Work collaboratively with regionally dispersed teams to deliver activities with limited direction, demonstrating initiative and a flexible, adaptive and responsive approach.
* 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.
* 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:** 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.

**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 – public relations, marketing, digital, media or journalism.
2. Demonstrated experience developing and implementing communication and stakeholder engagement strategies.
3. Demonstrated experience managing communication and stakeholder engagement campaigns encompassing:
* strategic planning and implementation, problem solving and effective team management
* producing creative communication strategies delivered through multiple channels
* liaising with media outlets including pitching stories, preparing talent, and managing interviews
* creating engaging digital content and collateral
* working with brand managers to meet organisational and partner requirements
1. The ability to manage multiple deadlines whilst maintaining excellent attention to detail and quality
2. Ability to operate well in an often complex, ambiguous and fast-moving environment.
3. Strong interpersonal and communication skills, both written and verbal, with the ability to build strong relationships with internal and external stakeholders.

#### Desirable

* Knowledge and experience in the environment, climate change, biodiversity, water management or marine science 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. Visit CSIRO Online 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