# Position Details

## Administrative Services- CSOF4

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| The following information is for applicants | |
| Advertised Job Title | Communications and Outreach Advisor - SKA-Low Telescope |
| Job Reference | 84303 |
| Tenure | Indefinite - Full-time, job-share or part-time |
| Salary Range | AU$87k – AU$98k pa (pro-rata for part-time, plus up to 15.4% superannuation |
| Location(s) | Geraldton, Western Australia |
| Relocation Assistance | Will be provided to the successful candidate if required |
| Applications are open to | Australian or New Zealand Citizens and Australian Permanent Residents |
| Position reports to the | SKA-Low Communications and Engagement Manager |
| Number of Direct Reports | 0 |
| Enquire about this job | Liz Williams, SKA-Low Communications and Engagement Manager: [Liz.Williams@skao.int](mailto:Liz.Williams@skao.int) or 0402 129 963 |
| 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).

**The CSIRO Experience**

As an employee of CSIRO, you will be eligible for the many benefits of working at Australia’s National Science Agency. You can read more here:

1. [Life at CSIRO](https://www.csiro.au/en/careers/life-at-csiro)
2. [Personal Development & Learning](https://www.csiro.au/en/careers/life-at-csiro/Career-development)
3. [Generous Leave & Conditions](https://www.csiro.au/en/careers/life-at-csiro/Generous-leave-conditions)
4. [Work / Life Balance](https://www.csiro.au/en/careers/life-at-csiro/Balance)

**Background**

The SKA Observatory (SKAO) is coordinating a global effort to build the largest science facility on the planet.

The SKAO is one observatory with two telescopes: SKA-Low in Western Australia and SKA-Mid in South Africa. Australia is a co-host member of the SKAO, an intergovernmental organisation headquartered at Jodrell Bank in the United Kingdom, responsible for construction and operation of the Observatory globally.

This next-generation global radio-astronomy observatory will transform our understanding of the Universe and help to develop new technologies that will deliver substantial benefits to our everyday lives in years to come. The SKA Observatory is going to address some of the most difficult questions in astronomy, from, such as detecting the Cosmic Dawn, when the first stars and galaxies started to form to testing Einstein’s theories by tracking fast-spinning stars. It will also answer new questions about the Universe that we haven’t even asked yet.

In Australia, SKAO is collaborating with CSIRO to operate the SKA-Low Telescope, which will be built at CSIRO’s Murchison Radio-astronomy Observatory (MRO), on Wajarri Yamatji country. SKA-Low teams will operate out of our Engineering Operations Centre in Geraldton and Science Operations Centre in Perth.  In its role as manager of the MRO, CSIRO is responsible for land management, subleases, maintaining radio quiet protections, provision of services to the telescopes and managing the Indigenous Land Use Agreement.

Further Reading: [SKA Phase 1 Key. Documents.](https://www.skatelescope.org/key-documents/)

**Flexible Working**

We value and respect difference and we are committed to building an inclusive culture. We believe that you do your best at work when you have a work/life balance and create an environment where you can balance a successful career with your commitments and interests outside of work. Supporting flexibility is important to us, please indicate your preferences in your application to be considered.

**Diversity and inclusion**

We believe that innovation thrives on the diversity of thought, ideas, and lived experiences being brought to the table by all to solve Australia’s greatest challenges. We are an Equal Opportunity employer working hard to recruit world-class talent that represents the diversity across our society, empowering staff to bring their whole selves to work and supporting everyone to enable their ideas to flourish. We recognise that a candidate's capability to perform a role can be demonstrated in a variety of ways and encourage candidates to address the role criteria with this in mind.

**About CSIRO and SKAO**

Visit [CSIRO Online](http://www.csiro.au/) and [Space and Astronomy](https://www.csiro.au/en/Research/Astronomy) and [SKAO online](https://www.skaobservatory.org/) and [SKAO Location](https://research.csiro.au/ska/location/) for more information. In your application and at interview you will need to demonstrate behaviours aligned to our values of:

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| **CSIRO** | **SKA Observatory** |
| * People First * Further Together * Making it Real * Trusted | * Diversity and Inclusion * Excellence * Collaboration * Creativity and Innovation * Sustainability |

**Role Overview**

The SKA-Low Communications and Outreach Advisor is a new role, based at the SKA-Low Engineering Operations Centre in Geraldton, Western Australia.

The role is an exciting opportunity to develop and shape communications and outreach for SKA-Low locally and nationally, as part of the newly established in-country SKA-Low team.

Under the direction of the SKA-Low Communications and Engagement Manager, based in Perth, the Communications and Outreach Advisor will assist in developing a program to promote awareness and understanding of SKA-Low and SKAO locally, including strategic communications, media engagement, content development and monitoring impact. The role will have a unique opportunity to develop and coordinate outreach and engagement activities in the region and beyond.

As a member of the global communications team, the Communications and Outreach Advisor will also support national and international SKAO communications and outreach activities, and support internal communications. You will also work in close collaboration with observatory partners as well as colleagues internal and external to CSIRO.

With a focus on local and domestic stakeholders, you will look for innovative and impactful ways to engage with the community, and build and maintain successful relationships with relevant stakeholders, particularly local communities, schools, partners, and industry.

### Duties and Key Result Areas

* Contribute to and sometimes lead event management and outreach activities, including media and VIP visits, industry events, conferences, education programs and public events.
* Create impactful, accurate and engaging content – such as project updates, briefing documents, web content and multimedia assets – to support SKA-Low and SKAO activities.
* Liaise with the media to identify and develop compelling stories, and manage interviews and requests for information.
* Build and maintain relationships with local stakeholders, including local communities, industry and businesses, and other partner institutions, and ensure strong partnerships with collaborating organisations. This may include interacting with children and other vulnerable persons.
* Ensure rapid communication of issues to the SKA-Low Communications and Engagement Manager and relevant business unit leaders and provide assistance in the management of issues.
* Track and monitor key metrics to measure success of communications plans.
* Take personal responsibility for stakeholder satisfaction and correct problems promptly and in a constructive manner.
* Work collaboratively and cooperatively with local and national partner organisations to ensure aligned communications, messaging and shared resources about the SKA in Australia.
* Communicate openly, effectively and respectfully with all staff, stakeholders and suppliers in the interests of good business practice, collaboration and enhancement of CSIRO’s and SKAO’s reputations.
* Build and maintain team‐focused relationships, share knowledge and work together in pursuit of the development and promotion of best practice communication management.
* Adhere to the spirit and practice of SKAO and CSIRO Values, Code of Conduct, Health, Safety and Environment procedures and policy, Diversity initiatives and Zero Harm goals.
* Related duties as directed.

## **Selection Criteria**

**Essential**

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

1. A relevant tertiary qualification in communications, education or outreach, public relations, marketing, digital media, journalism, or equivalent experience.
2. Proven experience developing and implementing integrated communications strategies that are aligned to business objectives.
3. Strong interpersonal, written, and verbal communication skills and the ability to establish and maintain relationships with key stakeholders.
4. Demonstrated ability to translate technical concepts into a style appropriate to the audience, communicating clearly and confidently at all levels.
5. Demonstrated experience managing multiple priorities with competing deadlines, showing initiative, self-motivation and flexibility.
6. High-level problem solving and judgment skills, including the ability to anticipate, identify and manage risks and to develop evidenced-based appropriate solutions.

**Desirable**

1. Experience working and building trust with regional stakeholders and communities on Country, and understanding of the issues and considerations.
2. Experience or interest in working in astronomy, engineering, science or a related discipline.
3. Experience liaising with media including pitching stories, managing interviews and creating by‐lines.
4. An Australian “C” Class driver’s licence (or equivalent).

## **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:** Recognises 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

* 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.
* Applicants must be able and willing to undertake domestic travel to the Murchison Radio-astronomy Observatory (in remote Western Australia) and occasionally to Perth.