# Position Details

## Communication & Information- CSOF5

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| The following information is for applicants |
| Advertised Job Title | 2 x Senior Communication Advisors, Research  |
| Job Reference | 99372 |
| Tenure | 1 x FT role in Agriculture & Food (Indefinite)1 x 0.8FTE Shared role in Energy /H&B (Specified term until June 30th 2026) |
| Salary Range | ​AU$114,219 - AU$123,605 per annum (pro-rata for part-time) plus 15.4% superannuation  |
| Location(s) | Any major Australian CSIRO location  |
| Relocation Assistance | Will be provided to the successful candidate if required |
| Applications are open to | Australian/New Zealand Citizens and Australian Permanent Residents |
| Position reports to the | Relevant Communication Manager, Research  |
| Number of Direct Reports | 0 |
| Enquire about this job | A&F role Communication Manager Gabrielle Corser Gabrielle.corser@csiro.auShared role Communication Manager Scott Walker Scott.walker@csiro.auGeneral Enquiry Executive Manager Ben.creagh@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  |

**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).

**Child Safety**

CSIRO is committed to the safety and wellbeing of all children and young people involved in our activities and programs. View our [Child Safe Policy](https://www.csiro.au/en/about/policies/child-safe-policy).

### Role Overview

​As the Senior Communication Advisor, Research, you will use your strategic communication expertise and relevant domain knowledge to work closely with Research Units (RUs) to support their communication needs.

Taking a flexible and adaptive approach to respond to shifting priorities across RUs, you will use your strategic advisory experience to develop and deliver high-impact communication strategies and supporting materials that enhance CSIRO’s reputation, engage stakeholders, and increase brand awareness.

Working closely with the relevant Communication Manager/s, you will contribute to the successful planning and execution of external campaigns and engagement activities for RUs. Your expertise and hands-on experience will be essential in delivering positive, impactful results.

This role requires exceptional organisational, relationship-building, and project management skills. In addition, you will work collaboratively with a range of internal and external stakeholders, including CSIRO staff, partners, government, universities, industry, and media. Your ability to navigate and manage these diverse relationships effectively is key to succeeding in this role.

### Duties and Key Result Areas:

* Develop and deliver integrated communication plans that leverage media relations, digital and social content, and marketing communications to build and protect the CSIRO brand.
* Participate enthusiastically and cooperatively as a part of CSIRO’s Communications function in a flexible RU partnerships model to support RUs and respond to shifting priorities.
* Establish and maintain trusted advisor relationships internally and externally to deliver on key RU priorities and communication goals.
* Assist RU Communication Manager/s with the identification and management of issues, as required.
* Provide leadership to more junior members of the team, and step in where required to act or represent the Communication Manager during periods of absence or leave.
* Demonstrate initiative and work collaboratively as a member or team leader of an often geographically dispersed team, to carry out communication tasks under limited direction.
* 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 Values, Code of Conduct, Health, Safety and Environment procedures and policy and diversity initiatives.
* Manage CSIRO’s proactive engagement with media, as well as organise media training for CSIRO spokespeople.
* Use Communication Unit systems (e.g. Sitecore) and processes for delivery of high-quality media and content.
* Work effectively as part of a team, or lead small project teams, fostering a collaborative environment and building strong working relationships with colleagues and stakeholders to achieve shared goal.
* Willing to participate in rostered out-of-hours media line.
* Other duties as directed.

## **Selection Criteria**

#### Essential

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

1. Relevant tertiary qualification and/or relevant experience in communications – PR, marketing, digital, media or journalism.
2. Demonstrated experience in the development of, and delivery of communication strategies, including leading small teams to deliver outcomes.
3. Demonstrated experience creating content across a range of different platforms, including for digital audiences.
4. Initiative and flexibility to work collaboratively across the Communication Unit, and across RUs to achieve One-CSIRO outcomes.
5. Strong interpersonal and communication skills, both written and verbal with demonstrated ability to communicate complex data.
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 build and maintain excellent collaborative relationships with internal and external stakeholders that help to achieve positive outcomes.

## **Desirable**

1. Domain knowledge or expertise relevant to one or more of CSIRO’s RUs – Agriculture & Food; Energy; Health & Biosecurity, and/or relationships with key stakeholders in these areas.

## **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.

## The successful candidate will undertake a pre-employment background check. Please note that individuals 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. 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