# Position Details

## Communication & Information- CSOF5

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| The following information is for applicants |
| Advertised Job Title | Senior Communication Advisor – National Environmental Science Program (NESP) Climate Systems Hub |
| Job Reference | 99670 |
| Tenure | Specified term until June 30, 2027Full-time |
| Salary Range | AU$114,219 to AU$123,605 per annum plus up to 15.4% superannuation |
| Location(s) | Canberra, Hobart, 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, Environment, Communication Uni |
| Client Focus – Internal | 30% |
| Client Focus – External | 70% |
| Number of Direct Reports | 0 |
| Enquire about this job | Contact Chris Gerbing chris.gerbing@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 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).

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

The National Environmental Science Program (NESP) Climate Systems Hub (the hub) undertakes research to advance the understanding of Australia’s climate and its extremes to support Australian decisions, policies and climate adaptation responses.

The Senior Communication Advisor leads and implements communication strategies and drives campaigns to support the NESP Climate System Hub which is hosted by CSIRO and is a partnership of Australia’s leading climate change research institutions.

You will be responsible for supporting the Hub Communications Advisor (based at ANU) and will work together to develop impactful content and delivering exceptional stakeholder management, particularly with Hub scientists, partner universities and the Program’s funder the Department of Climate Change, Energy, the Environment and Water (DCCEEW). The role will provide strategic, creative and agile communication advice to engage relevant audiences and stakeholders.

Sitting within the Communication Unit at CSIRO, this role will be fully deployed to the NESP Climate Systems Hub and work closely with the Hub’s Leadership Team and other key stakeholders. The role will work closely with communication specialists from partner organisations to deliver the communication needs of the Hub.

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 communication channels, 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:

* Support the implementation of the Hub’s Research Plan and communicate the outcomes of research activities to internal and external stakeholders.
* Provide professional and strategic advice on communication 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 Hub’s activities.
* Develop and maintain trusted relationships with 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.
* Be responsible for the day-to-day management and support of the Hub Communications Advisor (based at ANU).
* Build and maintain team-focused relationships across all areas of NESP, the Hub, Hub partners, and the Corporate Affairs team, sharing knowledge and working together in pursuit of the development and promotion of best practice communication.
* Provide communication leadership and support for the successful delivery of major Hub initiatives including the National Adaptation Conference (23 - 25 July, 2025).
* 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 truster advisor relationships internally and externally to deliver on key RU priorities and communication goals.
* Assist RU Communication Managers 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.
8. The ability to obtain or provide evidence of holding a valid Working With Children Check (paid/not volunteer) prior to confirmation of appointment.

## **Desirable**

1. Domain knowledge or expertise relevant to one or more of CSIRO’s RUs, 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.

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.

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