# Position Details

## Communication & Information- CSOF5

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| The following information is for applicants | |
| Advertised Job Title | Senior Communication and Engagement Advisor, Australian Critical Minerals R&D Hub, Mineral Resources |
| Job Reference | 99720 |
| Tenure | Specified term until 30 June 2026, Full-time |
| 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 considered |
| 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 | Communication Manager, Mineral Resources |
| Number of Direct Reports | 0 |
| Enquire about this job | Contact Bernice Nolan on +61 0436 860 546 or [bernice.nolan@csiro.au](mailto:bernice.nolan@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). 

**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

​Hosted by CSIRO, the [Australian Critical Minerals R&D Hub](https://research.csiro.au/critical-minerals-hub/) (the Hub) brings together expertise from Australia’s leading science agencies: the Australian Nuclear Science and Technology Organisation (ANSTO), Geoscience Australia and CSIRO. These agencies are working collaboratively to scale up and commercialise Australia’s critical minerals potential by aligning R&D to priority technical challenges and Australia’s strategic priorities. The Hub also works closely with the Critical Minerals Office at the Department of Industry, Science and Resources (DISR).

As well as funding research led by partner agencies, the Hub has a central role coordinating the critical minerals ecosystem, working with industry, universities, the research community, and federal and state/territory governments, to address technical challenges and drive collaborative research across the critical minerals value chain needed to support clean energy and Australia’s net zero policy agenda, in line with Australia's [Critical Minerals Strategy 2023-2030](https://www.industry.gov.au/publications/critical-minerals-strategy-2023-2030)and related strategies. In addition, the Hub is leading engagement with international critical minerals partners to identify and develop R&D collaboration opportunities.

We are looking for a highly skilled and innovative professional who can combine strong communication and stakeholder engagement skills to take on the role of a Senior Communication and Engagement Advisor for the Hub.

The position is part of the CSIRO Mineral Resources Communication Team and embedded with the Hub. It works closely with the CSIRO’s Mineral Resources RU and CSIRO’s Communication and Government Engagement Units. This position also works collaboratively with science leads and communications staff at Geoscience Australia and ANSTO, as well as the Critical Minerals Office.

This position will drive external campaigns, events, communication and engagement activity to protect and build the CSIRO brand for the Hub. Drawing on broad and developing skills and experience across the marketing communications mix including media relations, internal communications, and digital content, event organisation and stakeholder engagement, this role supports the delivery of the Hub, Mineral Resources RU and CSIRO objectives.

Working closely with the Mineral Resources Communication Manager and Hub Manager, this role will see you co-develop and deliver the communication and stakeholder engagement for the Hub. This includes strategy development and implementation; stakeholder engagement including with government, the research sector and industry; brand management; marketing; event delivery 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.

Taking a flexible and adaptive approach to respond to shifting priorities, you will use your strategic advisory experience to enhance the Hub and CSIRO’s reputation, engage stakeholders and increase awareness of the Hub and CSIRO’s critical minerals expertise.

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.

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

* Provide high-level support and advice to the Australian Critical Minerals R&D Hub Manager and work collaboratively with other Hub team members, the Mineral Resources Communication Team and Mineral Resources Research Unit.
* Partner with the Hub team to develop a communication and engagement strategy that aligns with the Hub’s business strategy.
* Collaborate with Communication and Government leads in Hub partner agencies – Geoscience Australia, ANSTO and DISR – and build consensus approaches through regular meetings and engagement.
* Translate the strategy into a working plan that delivers a pipeline of creative and engaging activities and projects that includes:
  + Liaising with media to drive promotional opportunities
  + Creating physical collateral and digital and social content
  + Coordinating events and opportunities with key stakeholders and groups e.g. collaborative forums, including round tables, industry working groups and webinars
  + Preparing reports and contributing to briefings
  + Managing Hub conference participation and sponsorship
  + Ensuring activities meet CSIRO and partner brand requirements, and enhance our brands
  + Tracking and monitoring key metrics to measure the success of activities
* 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.
* Monitor the external environment to identify opportunities and manage risks and ensure rapid communication of issues and assist in issues management.
* 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.
* Share knowledge and work together in pursuit of the development and promotion of best practice communication and engagement.
* Support the Hub Team in the preparation of impact pathways, strategic and operational plans for the Hub.
* Adhere to the spirit and practice of CSIRO’s Values, Code of Conduct, Health, Safety and Environment procedures and policy and diversity initiatives.
* Use Communication Unit systems (e.g. Sitecore) and processes for delivery of high-quality media and content.
* 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 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. Initiative and flexibility to work collaboratively across the Communication Unit, and across RUs to achieve One-CSIRO outcomes.
2. Strong interpersonal and communication skills, both written and verbal with demonstrated ability to communicate complex data.
3. 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.
4. The ability to build and maintain excellent collaborative relationships with internal and external stakeholders that help to achieve positive outcomes.

## **Desirable**

1. Knowledge and experience in the mineral resources, critical minerals and geoscience domains.

## **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