# Position Details

## Communication & Information- CSOF4

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| The following information is for applicants |
| Advertised Job Title | Communication Advisor, Brand and Design |
| Job Reference | 99953 |
| Tenure | Specified Term until 5th January 2026 Part-time (0.6 FTE – 3 days p/week) |
| Salary Range | AU$96,811 - AU$109,527 per annum (pro-rata for part-time)plus 15.4% superannuation |
| Location(s) | Brisbane or Newcastle. (Other AUS CSIRO locations negotiable) |
| Relocation Assistance | Will be provided to the successful candidate if required |
| Applications are open to | All Candidates |
| Position reports to the | Communication Manager, Brand & Design |
| Client Focus – Internal | 60% |
| Client Focus – External | 40% |
| Number of Direct Reports | 0 |
| Enquire about this job | Katy Hayhurst: Katy.Hayhurst@csiro.au and Ash Carraro: Ashleigh.Carraro@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

This role supports the Communication Manager, Brand and Design, in the delivery of CSIRO’s brand and design services, directly contributing to protecting and strengthening CSIRO’s reputation.

Drawing on excellent communication skills in areas such as client liaison, production/design management and supplier management/liaison, the Communication Advisor, Brand is integral to ensuring CSIRO’s brand and creative services support the consistent application of CSIRO’s visual identity and brand architecture.

This role directly contributes to the successful delivery and continuous improvement of:

* CSIRO’s third-party logo and name use governance program
* CSIRO’s self-service design offering and graphic design service
* CSIRO’s merchandise service
* CSIRO’s image library management
* CSIRO’s internal information and education resources for Brand and Design.

The role requires strong collaboration and organisational skills, with experience across process simplification, design management, asset production and supplier liaison, complemented by a broad and developing understanding of brand strategy and brand governance.

This role reports to the Communication Manager, Brand and Design and sits within the Industry and Community Engagement Team in CSIRO’s Communication Unit.

### Duties and Key Result Areas

* Protect and strengthen CSIRO’s reputation through day-to-day delivery of brand and creative services.
* Provide day-to-day coordination and continuous improvement of CSIRO’s creative and graphic design services (including coordination of CSIRO’s self-service design platforms and coordination of work to internal designers and external suppliers/design agencies).
* Provide day-to-day management and continuous improvement of CSIRO’s image library and merchandise services.
* Provide day-to-day coordination of CSIRO’s brand governance services including third party logo and name use advice.
* Provide CSIRO communicators with advice on brand application and creative solutions.
* Assist in the promotion, education and training of communicators and CSIRO staff to enable understanding of CSIRO’s brand strategy and new creative services delivery model.
* 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.
* Work collaboratively as part of a multi-disciplinary, often regionally dispersed team to carry out tasks in support of CSIRO scientific objectives.
* Adhere to the spirit and practice of CSIRO’s Values, Code of Conduct, Health, Safety and Environment procedures and policy and diversity initiatives.
* Other duties as directed.

## **Selection Criteria**

#### Essential

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

1. A certificate or tertiary qualification and/or relevant experience in PR, communication marketing, studio production management and/or relevant work experience.
2. Demonstrated experience in:
* coordinating, and improving, the delivery of design and production services, processes and systems
* applying a visual identity to align with an organisation’s brand architecture.
1. Collaborative engagement skills with a history of demonstrated professional and respectful behaviours and attitudes in a collaborative environment.
2. Experience managing multiple projects, clients and suppliers concurrently, ensuring high standards of service delivery and technical output.
3. Strong interpersonal and communication skills, both written and verbal.
4. Ability to support a culture committed to values-based behaviour which fosters innovative problem solving, continuous improvement and knowledge sharing.
5. The ability to work with and provide guidance to the Communication Unit as well as CSIRO’s staff.

## **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:** Recognise 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

Appointment to this role is subject to provision of a pre-employment background check and may be subject to 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