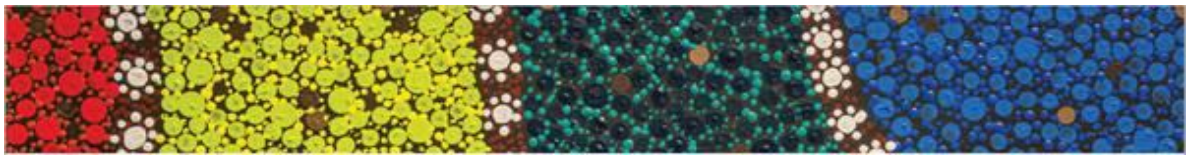
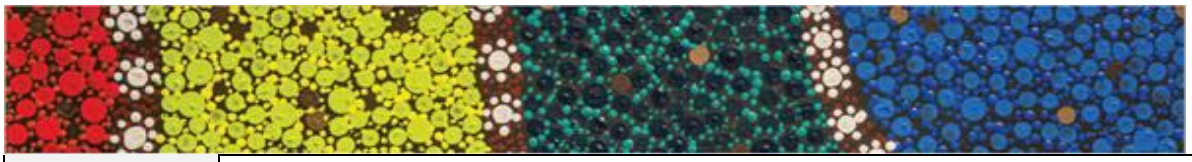


Blue Carbon Program Science Communicator

Position Number	AES 8-22
Position Title	**Blue Carbon Program Science Communicator** Non-ongoing Position Between 3-6 months with potential for extension • While the role is full-time, part-time applicants will be considered.
APS Classification Range	APS5/6
Location	Canberra (flexible working arrangements available)
Division	**International Climate & Technology**
Branch	**International Climate**
Section	International Partnerships

About the Role

Primary Job Role	Science Communicator
Role Purpose	This role will support the team in delivering its two blue carbon Programs with Indonesia and the Pacific. The candidate will inform the development of blue carbon information products, science and guidance into useable and engaging online formats that are suitable for an international audience.
Core responsibilities	• Contribute to team development of strategic communication plans that incorporate digital delivery modes; • Review draft blue carbon policy training module and revise the product to suit an educational delivery context; • Conduct additional research if needed to supplement existing training material; • Design and build an online training module suitable for an international audience, including developing surveys, quizzes and other learning tools; • Support the team in engagement and stakeholder consultation with country partners in Indonesia, PNG and the Pacific; • Liaise with technical experts in CSIRO and DISER's inventory team to support the delivery of the Programs
Demonstrated Behaviours	• Demonstrated experience developing or delivering training material and workshops; • Demonstrated experience with delivering Program activities in a range of modes, including digital delivery;



	• Experience delivering a coordinated communication strategy through multiple channels including social media and websites.
Preferred Knowledge	Master's degree in science, science communication, environmental science, environmental management, and/or education is preferable

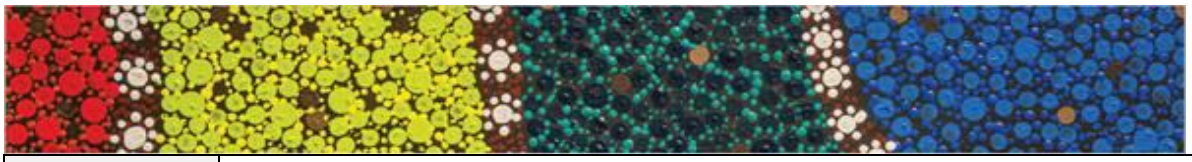
About the Candidate:

The successful candidate will be able to provide good examples to show how their knowledge, skills, experience and potential makes them ideal for the job including:

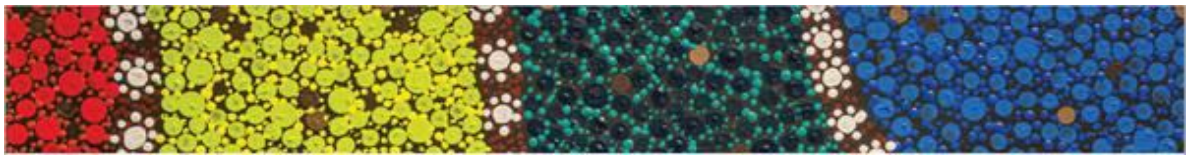
- Knowledge of coastal blue carbon ecosystems, MRV, and/or nature-based solutions for climate change
- Demonstrated experience developing or delivering training material and workshops and delivering Program activities in a range of modes, including digital delivery
- Experience delivering a coordinated communication strategy through multiple channels including social media and websites
- Strong written communication and research skills
- Ability to work both collaboratively and autonomously
- Experience working in cross-cultural contexts, and with commitment to the principles of diversity, inclusiveness and equal opportunity.

Background Information and Context

The Organisation:	International Partnerships Section of the department is responsible for delivering climate change capacity building programs and engaging in international climate partnerships and fora. We use Australia's policy experience and emissions measurement, reporting, and verification (MRV) expertise to support partner countries to take credible climate action and contribute to the Paris Agreement.



The Team & the Role:	The team jointly manages two blue carbon programs with CSIRO; one with Indonesia and one in the Pacific (focused on PNG and Fiji). Through these Programs we support partner governments to; advance protection and restoration of blue carbon ecosystems for climate action, strengthen blue carbon expertise and data, support integration of blue carbon in national greenhouse gas accounting and climate policy, and encourage private sector investment. In 2021, the team will focus on delivering two key products for the Programs. The first is an online blue carbon policy training module and the second is a guidance document for including blue carbon ecosystems in national greenhouse gas inventories. The candidate will lead the further research, editing and development required to produce an engaging educational tool and additional educational products to support learning outcomes. The role will involve the coordination of digital delivery services to design, implement and test the online learning module.
Link to additional information about the role or division	• About the Department of Industry Science Energy & Resources • DISER Org Chart • Enterprise Agreement (Salary Ranges)



HOW TO APPLY FOR THIS POSITION

Thank you for your interest in applying for this position with the Department of Industry, Science, Energy and Resource.

The Aboriginal Employment Strategy (AES) is supporting the Department to recruit for this position along with a large number of positions nationally that are part of an Affirmative Measure – Indigenous.

What this means is that **only Australian Aboriginal and Torres Strait Islander people can apply for these roles**. It is a strategy that is used to create specific employment opportunities for Aboriginal and Torres Strait Islander people. It is also a strategy to increase the number of First Nations Australian people employed by the Australian Public Service.

You must also be an Australian Citizen.

We have prepared some helpful information below to support you to prepare and complete the application.

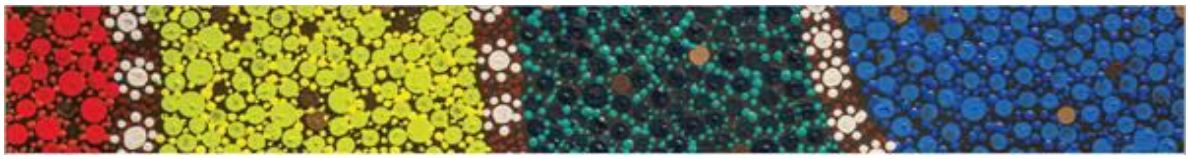
Application are due on Monday 26 April 2021 at 11.55pm (AEST or Sydney Time)

Key information is contained in this information pack about Department of Industry, Science, Energy and Resources including a detailed Position Description for this role. Please read all of the attached information before completing your application.

SUBMITTING YOUR APPLICATION:

Application Closing date & time:	**Monday 26 April 2021 at 11.55pm (AEST or Sydney Time)**
Email your application to:	Email address: talent@aes.org.au
Subject heading in email:	Quote the Job position number and job title

Extensions may be granted for extraordinary circumstances, but this is at the discretion of the recruitment team.



Acknowledgment of Applications

We will confirm receipt of your application by a return email to your email address. Please make sure you check your emails regularly as this will be the address that we communicate with you on in relation to your application. We may also contact you via phone, so please ensure your contact details are up to date on your CV.

When will I hear back about my application?

People are selected for Australian Public Service jobs on the basis of merit, which means we look carefully for evidence of your skills, abilities and experience and how well you fit the job requirements, compared with other applicants. This ensures the best applicant is selected for the job. This comparison may be based on your CV, a written application, an interview and/or other assessment methods. Because of this, the recruitment process may take longer for APS jobs than other jobs.

When applying for an APS job, you can ask the contact person about the expected timeframe on receiving notification regarding the outcome of your application.

TIPS FOR PREPARING YOUR APPLICATION

How to prepare your Pitch

You will need to prepare and attach a 2 page Pitch when you apply for this position.

What is a pitch?

Your pitch is your chance to tell the Department why you are the right person for the job.

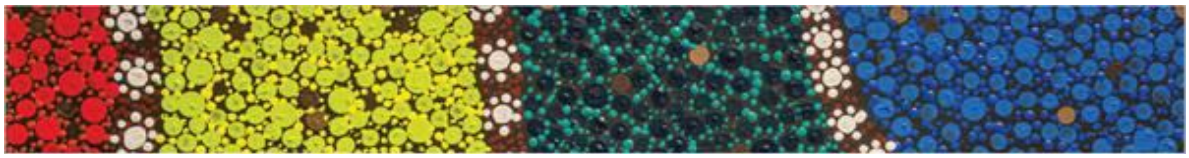
We want to know:

- why you want to work for us,
- why you are interested in this role,
- what you can offer, and
- how your skills, knowledge, experience and qualifications are applicable to the job.

Tell us why we should hire you! Don't be shame, showcase yourself to us!

We also care about how your personal qualities add value to the role. Tell us about you.

Try not to duplicate information that can already be found in your CV, but do highlight any specific examples or achievements that will demonstrate your ability to perform the role.



Provide relevant examples from your work, study or community roles. It is important to provide evidence to back up your claims that you can do something. Where possible use actual, specific examples of what you have done, how well you did it, what you achieved, and how it relates to the requirements of the job.

Be clear and to the point. Use plain English.

Read over your final draft and check for grammar, spelling and punctuation.

Remember to stick to the page limit. Two (2) pages in total for your pitch.

How to prepare your CV

You will need to attach a current CV when you apply for this position.

Your CV should include:

- **Employment History:** List all employment beginning with your current or most recent employer, together with start and finish dates of positions held and a brief summary of responsibilities and achievements.

- **Further Work Related Activities:** Provide details of any other activities which may relate to the position to support your application such as volunteer experience.

- **Education and Qualifications:** List all relevant education undertaken. Include: the name of the institution, dates attended and the qualification achieved. If you are invited to participate in an interview, you will be required to present the original or certified copies of your qualification/s.

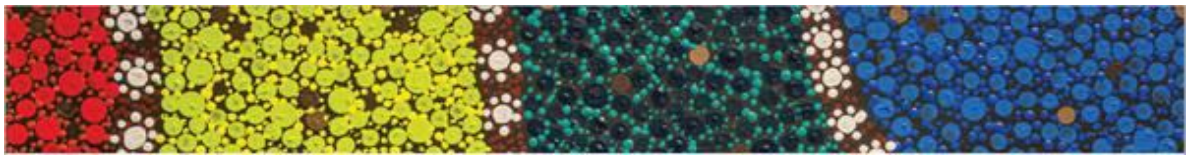
- **Referees:** Provide the names, position titles and telephone numbers of two referees who can provide information about how you meet the requirements of the position. It is preferable that one of your referees is your current supervisor. Please obtain permission from your referees before you nominate them.

APPLICATION CHECKLIST:

☐ **Pitch document – up to 2 pages**

☐ **Updated CV with current contact details**

☐ **Details of two referees** – (one should be your current supervisor/or most recent supervisor)



If you are invited to an interview and are the recommended applicant, you will be required to:

☐ **Provide confirmation of Aboriginal and/or Torres Strait Islander descent.**

If you are unsure of what evidence you will be required to submit, please contact us and we can discuss the many options that are accepted.

☐ **Obtain and maintain a security clearance at the required level.**

A security clearance involves pre-employment and background checks. Some jobs require a security clearance because of the type of issues or information dealt with in the job. The timeframe for starting a job may be longer, depending on the level of security clearance required. Don't let your current level of clearance, or the fact that you don't have one, deter you from applying. This will occur at the end of the recruitment process.

Further Information or Support

If you require further information regarding the position or advice in relation to the application process, please contact Jamie Hardy on telephone number (02) 8571 0999 or email at talent@aes.org.au before the closing date.

We are here to help in anyway.

Further reading

If you would like to read more about the Department, its commitment to First Nations Employment and Reconciliation here are some other key documents.

Click here to read the Reconciliation Action Plan

Click here to read the Aboriginal and Torres Strait Islander Employment Strategy