



Job Description Form

Science Communications Officer – Climate Science Initiative

Position Number:	101209	Portfolio:	Climate and Sustainability
Classification:	Level 6	Reports to:	Program Manager, Level 7
	Joondalup	Direct Reports:	Nil

Description

The Science Communications Officer – Climate Science Initiative is primarily responsible for cross-government and key stakeholder climate science communications. This includes developing and implementing internal and external communication strategies and initiatives to support the Climate Science and related programs across the Department.

In this role the officer will be required to collaborate with the Corporate Communications team, scientists and other policy leads to ensure the delivery of consistent and clear communications, tailored to specific audiences. To include synthesizing complex scientific data, developing a range of strategic communication products, and facilitating engagement on climate science, policy concepts and responses.

Responsibilities

In context of above description, the role:

- Develops, implements and evaluates communication, outreach and engagement plans that promote the Climate Science Initiative, its services, data products and related departmental programs to government, industry, research, community and other priority audiences.
- Builds and maintains effective relationships with internal and external stakeholders; identifies stakeholder needs; coordinates consultation and outreach; and provides timely, accurate and audience-appropriate advice, information and follow-up.
- Participates in planning, coordinates and supports workshops, training sessions, briefings, webinars, conferences and public events, including program development, speakers and presenters, invitations, registrations, event materials, logistics, promotion, participant communication, evaluation and post-event follow-up.
- Produces, edits and quality-assures clear, accurate and engaging communication products across digital, print and presentation formats, including web content, newsletters, fact sheets, case studies, presentations, speaking notes, stakeholder correspondence and promotional materials.
- Works with the CSI data science team to triage and respond to stakeholder requests for climate data, information and technical assistance; clarifies user requirements; coordinates input from subject matter experts; tracks enquiries; and communicates responses in accessible language.
- Supports the design, delivery and continuous improvement of stakeholder training and capability-building activities, including needs assessment, learning materials, demonstrations, participant support, feedback collection and reporting on outcomes.

Artwork developed by Nani Creative in collaboration with DWER and Wongutha artist and designer Kevin Wilson.



- Provides communication and engagement advice to CSI staff and departmental partners, ensuring products and activities are consistent with departmental priorities, corporate communication requirements, accessibility expectations and approved scientific messaging.
- Monitors emerging stakeholder issues, engagement opportunities and communication risks; maintains relevant contact, enquiry and activity records; and prepares progress reports, briefing material and recommendations for the Program Manager
- Undertakes additional duties as required within the skills and scope of the position capabilities and departmental needs.

Our people, our leaders, our values

At DWER, every employee is a leader. To support this, we have established clear [Leadership Expectations](#). For this role, you will be a [Personal Leader](#). Demonstrating the expected behaviours is crucial and aligned with the role's requirements.

Our culture is shaped by our [values](#). All employees are expected to uphold equity, diversity and inclusion, work health and safety, and ethical principles in all aspects of their work. This includes demonstrating cultural responsiveness by valuing diverse perspectives and contributing to culturally safe, inclusive, and trusted services – particularly for Aboriginal people and communities.



**We serve to
make a
difference**



**We build
trust**



We care



**Open
minds**



**Better
together**

Work related requirements

Read these requirements in context of the above contents.

Essential

1. You have well developed communication skills with the demonstrated ability to articulate and present information in a clear and concise manner in both written and verbal formats. (You deliver on high leverage areas).
2. You have experience and ability in producing and editing accurate, well written and engaging communications. (You think through complexity).
3. You have demonstrated ability in summarising complex scientific information into a wide range of communication products for the target audience. (You lead collectively).
4. You have proven ability to work autonomously, with limited direction and using sound judgement to achieve desired outcomes. (You dynamically sense the environment).
5. You have considerable experience working on multiple communication project and prioritising deadlines. (You deliver on high leverage areas).
6. You have well developed interpersonal and collaboration skills with proven ability to work with, guide and influence a wide range of internal and external stakeholders to deliver effective science communication. (You embody the spirit of public service).

Artwork developed by Nani Creative in collaboration with DWER and Wongutha artist and designer Kevin Wilson.



Essential

7. Tertiary qualifications and/or demonstrated experience in science communication, communications, science, or a related discipline, with the ability to translate complex information into clear, accurate, and engaging content for diverse audiences.

Special requirements

- The department will conduct a national police check before offering employment.
- The ability for independent travel.