

ROLE DESCRIPTION | ARO TŪRANGA

Title	Senior Communications Advisor
Group	Communications
Reporting To	Communications Manager
Date Prepared/Revised	June 2026
Staff Responsibility	N/A

CAWTHRON PURPOSE | TŌ TĀTOU ŪMANGA

Our purpose: Impact through world-class science and mātauranga.

Our vision: Creating a better future for oceans, rivers and lakes and the communities that depend on them.

Our outcomes: Healthy Ecosystems - Prosperous blue economy – Thriving people and communities

CAWTHRON VALUES | NGĀ UARA**We are Bold****We Care****We are Collaborative****We are Curious****ROLE PURPOSE | TE TŪRANGA**

The purpose of this role is to provide senior communications advice and delivery to support Cawthron's people, science, and organisational priorities.

This role leads the development and delivery of communications approaches across key channels, with a primary focus on internal communications while maintaining the ability to work across external communications as required.

The role combines channel strategy, content development, and relationship management to ensure communications are clear, consistent, and aligned to organisational priorities.

KEY ACCOUNTABILITIES | KAWENGA TAKOHANGA

Key Result Areas	Key Accountabilities
Content Production	Lead development of clear, engaging content to support organisational priorities

	• Work with scientists and teams to translate complex work into accessible and relevant content • Ensure a consistent narrative across internal and external channels • Develop written, digital, and presentation content to a high standard and to deadlines • Support development of communications plans for key initiatives and programmes
Internal Communications and Engagement	• Lead development and delivery of internal communications that support staff understanding of strategy, priorities, and organisational change • Ensure the intranet operates as a trusted source of truth for staff • Deliver proactive internal communication through appropriate channels and formats • Support leaders and teams to communicate clearly and effectively with staff • Monitor effectiveness of internal communications and adjust approach as needed
Relationship management and advice	• Build trusted relationships with leaders, scientists, and teams across the organisation • Provide strategic and practical communications advice on projects, initiatives, and issues • Coach and support staff to improve their communication capability • Work closely with other Communications Advisors and Senior Advisors to ensure joined-up delivery • Cross-cover across internal and external communications as required
Other key areas	• Ensure all communications align with Cawthron brand and messaging • Support others across the organisation to apply brand and communication best practice • Lead or support internal events such as Tom Talks and other staff engagement activities •
Cawthron Citizenship	• Behave in a way that reflects Cawthron's values. • Contribute to a safe environment for all people by taking responsibility and action when activities or situations compromise safety and/or well-being. • Ensure Te Ao Māori values and Te Tiriti obligations are considered and respected across all activities. • Apply sustainability principles and practices • Participate in projects and other duties as requested to support Cawthron's success.

FORMAL DELEGATIONS | MĀNGAI WHAKAHAERE

- No formal responsibility for staff
- No authority to commit to expenditure or enter into contracts

PERSON SPECIFICATION | PŪKENGA Ā-TANGATA

- Relevant tertiary qualification in communications, public relations, or related discipline
- At least 5 years experience in communications or related roles
- Experience leading communications approaches across channels
- Experience working with complex or technical content
- Excellent writing and editing skills
- Strong planning and project management ability
- Strong relationship management skills including the ability to provide clear, practical advice to leaders and staff
- Understanding of best practice internal and external communication channels and approaches
- Understanding of internal communications and engagement to support organisational strategy
- Collaborative and adaptable
- Comfortable working across a range of priorities
- Vaccinated, or willingness to be vaccinated, for job specific vaccines as per H&S Procedure Manual.

WORKING RELATIONSHIPS | NGĀ TINO HONONGA

Internal	External
• Communications team • Communications Manager • People leaders and staff • Science Managers • Corporate Services Managers	• Suppliers and partners as required

ACCEPTANCE | WHAKAAETANGA

I confirm that this role description identifies key elements of the Senior Communications Advisor position.

_____ Manager Communications	_____ Date
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I accept this role description identifies key accountabilities of the role.

_____ Employee Name	_____ Date
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NOTE: This role description may be reviewed with the employee during the annual performance review.