Communications Coordinator – Healthy Trajectories

POSITION NO 0016645
CLASSIFICATION UoM 5
SALARY $79,961 - $91,844 p.a. (pro rata for part-time)
SUPERANNUATION Employer contribution of 17%
WORKING HOURS Part-time; (1.5 days / 0.3EFT)
BASIS OF EMPLOYMENT 12-months; with extension dependent on research funding
OTHER BENEFITS https://about.unimelb.edu.au/careers/staff-benefits
HOW TO APPLY Online applications are preferred. Go to http://about.unimelb.edu.au/careers, select the relevant option ('Current Opportunities' or 'Jobs available to current staff'), then find the position by title or number.
CONTACT FOR ENQUIRIES ONLY Prof Christine Imms
Tel +61 439 893 563
Email christine.imms@unimelb.edu.au

Please do not send your application to this contact

For information about working for the University of Melbourne, visit our website: about.unimelb.edu.au/careers
Acknowledgement of Country

The University of Melbourne acknowledges the Traditional Owners of the unceded land on which we work, learn and live: the Wurundjeri Woi Wurrung and Bunurong peoples (Burnley, Fishermans Bend, Parkville, Southbank and Werribee campuses), the Yorta Yorta Nation (Dookie and Shepparton campuses), and the Dja Dja Wurrung people (Creswick campus).

The University also acknowledges and is grateful to the Traditional Owners, Elders and Knowledge Holders of all Indigenous nations and clans who have been instrumental in our reconciliation journey.

We recognise the unique place held by Aboriginal and Torres Strait Islander peoples as the original owners and custodians of the lands and waterways across the Australian continent, with histories of continuous connection dating back more than 60,000 years. We also acknowledge their enduring cultural practices of caring for the Country.

We pay respect to Elders past, present and future and acknowledge the importance of Indigenous knowledge in the Academy. As a community of researchers, teachers, professional staff and students, we are privileged to work and learn every day with Indigenous colleagues and partners.

Position Summary

This position sits with Healthy Trajectories, a Child and Youth Disability Research Hub. Healthy Trajectories was endorsed as a Melbourne Children’s campus initiative in October 2021, with funding for its establishment from the Royal Children’s Hospital Foundation, the Melbourne Disability Institute and the Melbourne Medical School.

The vision of the Hub is to optimise the capacity of children and youth whose lives are complicated by disability to reach their full potential for health and participation across the life span. This will be achieved through four key avenues:

- a measurable contribution to the National Disability Research Agenda
- the establishment of productive inter-disciplinary, inter-sectorial research programs
- successful advocacy for evidence-based policy, service and practice changes
- Creating a disability-prepared workforce through integrating knowledge into pre-service, professional and researcher education.

The Communications Coordinator will join a dynamic and vibrant team, working primarily with the Consumer Engagement Officer, Theme Leads and Director to effectively coordinate communications associated with the research and events of the Healthy Trajectories Child and Youth Disability Research Hub.

The appointee will be responsible for planning, developing, coordinating and delivering a broad range of communications activities to support the Hub’s research priorities and programs and drive awareness and advocacy, both internally and externally. This role will be required to develop a deep understanding of stakeholders and audiences and to proactively identify content creation opportunities for these audiences.

The position will be based within the Department of Paediatrics at the Melbourne Children’s Campus and will report directly to Professor Christine Imms, Healthy Trajectories Director and Apex Australia Chair of Neurodevelopment and Disability.
1. **Key Responsibilities**

1.1 **RESEARCH COMMUNICATIONS**

- With guidance from the Healthy Trajectories Director, refines and implements the communications and dissemination strategy for the Healthy Trajectories Child and Youth Disability Research Hub.
- Uses analytics and knowledge of communications trends to review and evaluate the implementation of the communications and dissemination strategy and drive continuous improvement and currency in the team’s approach and outputs.
- Produces written reports to the Healthy Trajectories Director summarising the key evaluation findings and making recommendations to grow digital presence, reach and engagement with Healthy Trajectories communications.
- Drives the creation of relevant, engaging, and timely communications via various formats and channels.
- Translates complex information into clear, easy to understand information targeted to meet the needs of youth and young adults with disability and their families.
- Works with researchers to communicate their work, delineate key messages, identify optimal formats and ideal channels of communication.
- Consults with the team’s Consumer Advisory Councils (children and young people with disability and their family and carers) to gather feedback on communications.
- Works with internal (campus) communications and graphic design teams and external consultants as needed to produce (i) professional templates for communications and (ii) knowledge translation resources in print and digital formats.
- Develops digital accessibility guidelines for the team to ensure content communicated is accessible to all. Reviews and updates as new technologies become available.
- Oversees communications related to events hosted by the Healthy Trajectories Child and Youth Disability Research Hub.
- Actively contributes to a positive and professional work environment that fosters teamwork, high-quality outputs, continuous improvement and job satisfaction.

1.2 **RESPONSIBILITY AND COMPLIANCE**

Behavioural expectations - all staff are expected to maintain the following behaviours:

- Treat everyone equitably; act fairly with staff and demonstrate respect for diversity.
- Be an effective team player who is cooperative and gains the trust and support of staff, peers and clients through collaboration.
- Occupational Health and Safety (OH&S) and Environmental Health and Safety (EH&S) responsibilities as outlined in section 5.
2. Selection Criteria

To be considered for interview by the Selection Panel, applicants must address the following criteria in their application. Please visit the University website how to address Essential Selection Criteria.

2.1 ESSENTIAL

› A degree qualification in a relevant field (communications, arts, health).
› Previous experience in communications roles, working with a diverse range of stakeholders and partners, preferably aligned with health.
› Demonstrated experience in collating and summarising academic information to produce clear, accurate and professionally written communications.
› Proficiency and creativity in developing content in Plain English and Easy to Read formats to optimise the accessibility of research and information.
› Prior experience writing for the public through a variety of digital platforms, including email-campaign applications, social media and websites.
› Advanced skills with Microsoft Office (e.g., Word, PowerPoint), Adobe Suite (e.g., InDesign, Acrobat Pro), WordPress, CANVA, and Campaign Monitor.
› Skills in metrics for measuring and evaluating the success of communications activities.
› Demonstrated strong interpersonal and communication skills.
› High-level organisational skills with demonstrated capacity to maintain high attention to detail in the presence of competing priorities and tight deadlines.
› Demonstrated ability to work both independently and as part of a team, including mentoring team members with regard to communications.

2.2 DESIRABLE

› A strong interest in disability and/or lived experience of disability either as an individual or family member.
› Experience working within a research team.

2.3 OTHER JOB-RELATED INFORMATION

As this position is located at The Royal Children’s Hospital campus, the incumbent will be required to hold and maintain a current Working with Children Assessment notice https://www.workingwithchildren.vic.gov.au/ and current police check.

The ability to work outside of standard hours may be required from time to time.
3. Job Complexity, Skills, Knowledge

3.1 LEVEL OF SUPERVISION / INDEPENDENCE
The Communications Coordinator will work under routine supervision to general direction depending upon experience and the complexity of the tasks. The incumbent will work independently and show initiative and confidence in completing tasks. They are responsible for prioritising their own day-to-day work. The Communications Coordinator will be required to form strong working relationships with their team members and internal and external service providers.

3.2 PROBLEM SOLVING AND JUDGEMENT
The incumbent must be able to communicate effectively with other staff members and encourage a pleasant work environment. They are expected to exercise sound judgement in prioritising their work, managing competing demands and problem-solving, and proactively identify opportunities for improvement. The appointee may be responsible for coordinating a small team to produce communications and knowledge translation materials.

3.3 PROFESSIONAL AND ORGANISATIONAL KNOWLEDGE
The Communications Coordinator will be expected to develop a sound understanding of Department, University and Melbourne Children’s Campus policies and procedures, particularly as they relate to communications and stakeholder/consumer engagement.

3.4 RESOURCE MANAGEMENT
The appointee is responsible for efficient time management and effective use of work resources without compromising quality.

3.5 BREADTH OF THE POSITION
The Communications Coordinator is required to work with a range of people at different levels, including senior academic and administrative staff within the University and external service providers. This position formally reports to the Healthy Trajectories Hub Director but may receive broad direction from the team’s Research Theme Leaders and Research Operations Manager regarding day-to-day activities.

4. Equal Opportunity, Diversity and Inclusion
The University is an equal opportunity employer and is committed to providing a workplace free from all forms of unlawful discrimination, harassment, bullying, vilification and victimisation. The University makes decisions on employment, promotion, and reward on the basis of merit. The University is committed to all aspects of equal opportunity, diversity and inclusion in the workplace and to providing all staff, students, contractors, honorary appointees, volunteers and visitors with a safe, respectful and rewarding environment free from all forms of unlawful discrimination, harassment, vilification and victimisation. This commitment is set out in the Advancing Melbourne strategy that addresses diversity and inclusion, equal employment opportunity, discrimination, sexual harassment, bullying and appropriate workplace behaviour. All staff are required to comply with all University policies.
The University values diversity because we recognise that the differences in our people’s age, race, ethnicity, culture, gender, nationality, sexual orientation, physical ability and background bring richness to our work environment. Consequently, the People Strategy sets out the strategic aim to drive diversity and inclusion across the University to create an environment where the compounding benefits of a diverse workforce are recognised as vital in our continuous desire to strive for excellence and reach the targets of Advancing Melbourne.

5. Occupational Health and Safety (OHS)

All staff are required to take reasonable care for their own health and safety and that of other personnel who may be affected by their conduct.

OHS responsibilities applicable to positions are published at:
https://safety.unimelb.edu.au/people/community/responsibilities-of-personnel

These include general staff responsibilities and those additional responsibilities that apply for Managers and Supervisors and other Personnel.

6. Other Information

6.1 DEPARTMENT OF PAEDIATRICS

http://medicine.unimelb.edu.au/school-structure/paediatrics

The Department of Paediatrics is the flagship representative of the University partnership with the Royal Children’s Hospital and is co-located with the hospital in Flemington Road, Parkville.

The Department of Paediatrics is a large department within the School of Medicine. The Department has responsibility for the Child & Adolescent Health component of the Doctor of Medicine course of the School. There are approximately 80 academic and professional staff, 270 honorary academic staff, and more than 150 students who are enrolled to pursue research degrees from Honours, Master and PhD. A further 60 students undertake research in the Research Project component of the MD course. The departmental operational budget is around $6Mpa, generating a further $6M research income. Members of the Department publish more than 550 peer-reviewed publications each year.

The Department delivers various teaching across the clinical, biological and health sciences and within the MD program. It is responsible for teaching child and adolescent health, paediatric surgery, and other specialties related to children, adolescents and their families, including mental health. Other programs include post-graduate courses in Adolescent Health & Welfare and Genetic Counselling and Research Higher Degrees.

The Department of Paediatrics plays a pivotal role in the life of the Royal Children’s Hospital, with its members actively involved in policy development and senior management. Members of the Department make significant contributions to the development of child and youth health policy and also to broader aspects of health policy at a national and state level.

Working with its partners, The Royal Children’s Hospital and the Murdoch Children Research Institute, the University’s Department of Paediatrics’ vision for the Royal Children’s Hospital campus is to be an integrated research, teaching and clinical institute (and environment) with the overall aim of benefiting child and adolescent health.
6.2 THE ROYAL CHILDREN’S HOSPITAL

The Royal Children's Hospital is a state-wide teaching, training and research paediatric hospital. The hospital provides tertiary, secondary and primary child and adolescent health services, including mental health services.

The Royal Children's Hospital has a major leadership role in child and adolescent health in Victoria with state-wide specialist roles. It is a tertiary and quaternary paediatric referral centre providing specialist services and multidisciplinary clinics for sick infants, children and adolescents from Victoria, Tasmania, South Australia and southern New South Wales. The Royal Children's Hospital also provides specialised paediatric care for patients from overseas, particularly from south-east Asia, Nauru and Fiji.

The Royal Children's Hospital plays a significant role in child public health, health promotion and advocacy for children and young people's health. It provides the full spectrum of medical and surgical paediatric services, several specialist tertiary paediatric services and health promotion and prevention programs for infants, children and adolescents. These services are provided on both an inpatient and ambulatory basis.

Teaching, training and research are fundamental elements of the Royal Children's Hospital. The Royal Children's Hospital is part of a child health precinct, and in partnership with the Murdoch Children's Research Institute, the University of Melbourne, LaTrobe University, Deakin University, Monash University and RMIT University, ensures clinical services are integrally linked with teaching, training and research.

These relationships are crucial in providing opportunities for significant participation in the public health agenda for children and young people, for 'translational research' to drive laboratory and clinical findings into health promotion and prevention programs and for driving new paradigms and models of care.

6.3 MELBOURNE MEDICAL SCHOOL

http://www.medicine.unimelb.edu.au/

The Melbourne Medical School (MMS) was established in 1862 and has a substantial international reputation for its leadership in teaching and training, health research, policy and practice. The MMS is committed to working with our communities to improve health and advance health care. We will do this through our teaching, learning, research, clinical care and advocacy.

The MMS comprises eight clinical departments (General Practice, Medical Education, Medicine and Radiology, Obstetrics and Gynaecology, Paediatrics, Psychiatry, Rural Health and Surgery) embedded within clinical health services throughout metropolitan Melbourne and rural Victoria.

The MMS delivers a suite of health-related graduate programs, including the Doctor of Medicine (MD), the first professional entry Masters level medical program in Australia. The Melbourne MD delivers a fresh approach to medical training and creates a new benchmark in 21st-century medical education.

The MMS is committed to improving the community's well-being through discovering and applying new knowledge. The school's research effort is highly collaborative, spans basic to translational research, and involves over 800 graduate researchers and 1000 academic staff.

The MMS also actively participates in the public debate and advocacy around key health issues and policy based on our commitment, integrity, compassion, respect and service values.
6.4 FACULTY OF MEDICINE, DENTISTRY AND HEALTH SCIENCES

www.mdhs.unimelb.edu.au

The Faculty of Medicine, Dentistry & Health Sciences has an enviable research record and is the University of Melbourne’s largest faculty in terms of management of financial resources, employment of academic and professional staff, the teaching of undergraduate and postgraduate (including research higher degree) students and the conduct of basic and applied research. The Faculty’s annual revenue is $628m, with approximately 55% of this income related to research activities.

The Faculty has a student teaching load in excess of 8,500 equivalent full-time students, including more than 1,300 research higher degree students. The Faculty has approximately 2,195 staff comprising 642 professional staff and 1,553 research and teaching staff.

The Faculty has appointed Australia’s first Associate Dean (Indigenous Development) to lead the development and implementation of the Faculty’s Reconciliation Action Plan (RAP), which will be aligned with the broader University–wide plan. To enable the Faculty to improve its Indigenous expertise knowledge base, the Faculty’s RAP will address Indigenous employment, Indigenous student recruitment and retention, Indigenous cultural recognition and building partnerships with the Indigenous community as key areas of development.

6.5 THE UNIVERSITY OF MELBOURNE

Established in 1853, the University of Melbourne is a leading international university with a tradition of excellence in teaching and research. The main campus in Parkville is recognised as the hub of Australia’s premier knowledge precinct comprising eight hospitals, many leading research institutes and a wide-range of knowledge-based industries. With outstanding performance in international rankings, the University is at the forefront of higher education in the Asia-Pacific region and the world.

The University employs people of outstanding calibre and offers a unique environment where staff are valued and rewarded.

Further information about working at The University of Melbourne is available at http://about.unimelb.edu.au/careers

6.6 ADVANCING MELBOURNE

The University’s strategic direction is grounded in its purpose. While its expression may change, our purpose is enduring: to benefit society through the transformative impact of education and research. Together, the vision and purpose inform the focus and scale of our aspirations for the coming decade.

Advancing Melbourne reflects the University’s commitment to its people, its place, and its partners. Our aspiration for 2030 is to be known as a world-leading and globally connected Australian university, with our students at the heart of everything we do.

We will offer students a distinctive and outstanding education and experience, preparing them for success as leaders, change agents and global citizens.

We will be recognised locally and globally for our leadership on matters of national and global importance, through outstanding research and scholarship and a commitment to collaboration.

We will be empowered by our sense of place and connections with communities. We will take opportunities to advance both the University and the City of Melbourne in close collaboration and synergy.
We will deliver this through building a brilliant, diverse and vibrant University community, with strong connections to those we serve.

The means for achieving these goals include the development of the University of Melbourne’s academic and professional staff and the capabilities needed to support a modern, world-class university. Those means require a commitment to ongoing financial sustainability and an ambitious infrastructure program which will reshape the campus and our contribution to the communities we engage with. This strategy, and the priorities proposed, is centred around five intersecting themes; place, community, education, discovery and global.

6.7 GOVERNANCE

The Vice Chancellor is the Chief Executive Officer of the University and responsible to Council for the good management of the University.

Comprehensive information about the University of Melbourne and its governance structure is available at https://about.unimelb.edu.au/strategy/governance