

# Communications and Program Officer

## – Tasmanian Collaboration for Health Improvement

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<b>College/Division</b>	College of Health and Medicine
<b>School/Section</b>	College Office
<b>Location</b>	Medical Science Precinct, Hobart
<b>Classification</b>	HEO5
<b>Reporting line</b>	Reports to Manager Operations, Tasmanian Collaboration for Health Improvement
<b>Date</b>	February 2023

### Position Summary

The University of Tasmania is building a vision of a place-based University with a mission to enhance the intellectual, economic, social and culture future of Tasmania, and from Tasmania, contribute to the world in areas of distinctive advantage. The University recognises that achieving this vision is dependent on the people we employ as well as creating a people-centred University that is values-based, relational, diverse, and development-focused.

We are seeking to appoint a Communications and Program Officer for the Tasmanian Collaboration for Health Improvement (TCHI), administered by [College of Health and Medicine](#).

The Tasmanian Collaboration for Health Improvement (the Collaboration) is a translational research initiative guided by the founding partners; the University of Tasmania, Tasmanian Government, Primary Health Tasmania and Health Consumers Tasmania. The Collaboration is focused on delivering improved health outcomes for Tasmanians through translational research (see: [www.tchi.org.au](http://www.tchi.org.au)) – value-adding to engage the community in research, increase translational research capacity, and facilitate collaboration and research translation in the Tasmanian health sector.

The Communications and Program Officer works closely with the Collaboration Team and is a key professional interface for the Collaboration with internal and external stakeholders. This position prepares and coordinates all communications and provides project management support to the Collaboration's program of work.

**We are an inclusive workplace committed to 'working from the strength that diversity brings' reflected in our Statement of Values. We are dedicated to attracting, retaining and developing our people and are committed to inclusive principles. We celebrate the range of diverse assets that gender identity, ethnicity, sexual orientation, disability, age and life course bring. Applications are encouraged from all sectors of the community. Tell us how we can make this job work for you.**

### What You'll Do

You will contribute to the Collaboration's strategic objectives by providing communication and project management support to enable the Team to implement the operational plan. This will involve:

- Develop, prepare and coordinate all internal and external communications and media activities for the Collaboration, including the website, newsletter, social media and other communication materials.
- Act as the first point of contact for all communications into and out of the office and ensure all requests are dealt with in a timely and efficient manner, including managing and maintaining the member database.
- Provide communication and administrative support to events and workshops.
- Support the implementation of a variety of projects or work activities to support the leadership team, including project administrative support, effectively managing the diary and supporting financial management and reporting.
- Provide high level executive assistance and secretarial services to the Collaboration Board, Executive



Committee and Working Groups, including collecting data and producing agendas, minutes, comprehensive reports, correspondence, presentations, papers and written and verbal briefings.

- Undertake other duties as assigned by the supervisor.

### What We're Looking For (success criteria)

- A degree level qualification in a relevant area, or an equivalent combination of relevant experience and/or education/training
- Experience providing project support in a research environment and/or the health sector.
- Excellent oral, written and interpersonal skills with a high level of attention to detail, a high standard of writing and presentation of written materials.
- Proven ability to build and maintain effective, collaborative working relationships with a wide range of internal and external stakeholders and the ability to communicate effectively with a diverse range of people and organisations.
- Excellent organisational and time management skills, with proven experience in working to deadlines, with a pro-active work ethic and ability to use sound judgement to adapt to changing priorities in a dynamic environment.
- Practical knowledge and experience of office organisation and procedures with the ability to exercise discretion, initiative and judgement, and work within a professional and confidential environment.
- Demonstrated ability to work independently with minimum supervision, as well as cooperatively as a member of a small team.
- Demonstrated ability to use computer based administrative systems, including advanced word processing skills, PowerPoint, calendars, spreadsheet, database applications and communication specific systems. Skills in website content management systems, social media, photo-editing, formatting or publication design software would be highly regarded.

### University of Tasmania

The University of Tasmania is an institution with an enduring commitment to our state and community, and a strong global outlook. We are committed to enhancing the intellectual, economic, social and cultural future of Tasmania. Our [Strategic Direction](#) strongly reflects the University community's voice that our University must be place based but globally connected as well as regionally networked and designed to deliver quality access to higher education for the whole State.

We believe that from our unique position here in Tasmania we can impact the world through the contributions of our staff, students and graduates. We recognise that achieving this vision is dependent on the people we employ, as well as creating a university that is values-based, relational, diverse, and development-focused.

Check out more here:

<https://www.utas.edu.au/jobs>

<https://www.utas.edu.au/careers/our-people-values-and-behaviours>

*The intention of this position description is to highlight the most important aspects, rather than to limit the scope or accountabilities of this role. Duties above may be altered in accordance with the changing requirements of the position.*

