

PROJECT OFFICER (COMMUNICATIONS)

DEPARTMENT/UNIT	Clinical Outcomes data Reporting and Research Program, Clinical Registries, School of Public Health and Preventive Medicine
FACULTY/DIVISION	Medicine, Nursing and Health Sciences
CLASSIFICATION	HEW Level 6
DESIGNATED CAMPUS OR LOCATION	553 St Kilda Road, Melbourne

ORGANISATIONAL CONTEXT

At [Monash](#), work feels different. There's a sense of belonging, from contributing to something ground-breaking – a place where great things happen. You know you're part of something special and purposeful because, like Monash, your ambitions drive you to make change.

We have a clear purpose to deliver ground-breaking intensive research; a world-class education; a global ecosystem of enterprise – and we activate these to address some of the [challenges](#) of the age, Climate Change, Thriving Communities and Geopolitical Security.

We welcome and value difference and [diversity](#). When you come to work, you can be yourself, be a change-maker and develop your career in exciting ways with curious, energetic, inspiring and committed people and teams driven to make an impact – just like you.

We champion an [inclusive workplace culture](#) for our staff regardless of ethnicity or cultural background. We have also worked to improve [gender equality](#) for more than 30 years. Join the pursuit of our purpose to build a better future for ourselves and our communities – [#ChangeIt](#) with us.

The Faculty of **Medicine, Nursing and Health Sciences** is the largest faculty at Monash University, a global university with campuses across Victoria and international locations in Indonesia, Malaysia, China, India and Italy.

Our Faculty offers the most comprehensive suite of professional health training in Victoria, consistently ranked in the top 40 universities worldwide for clinical, pre-clinical and health sciences.

We want to improve the human condition. That is our vision - it has no expiration date. By educating the current and future healthcare workforce, and undertaking medical research, both

discovery and clinical, our students, staff and alumni all work to directly improve people's quality of life, reduce health inequality and promote greater health and social outcomes.

We're globally recognised for our quality education of over 63,000 doctors, nurses, and allied health professionals and health researchers. The future health of our communities is underpinned by the sustained excellence of our education and research capabilities.

We are ambitious and committed to maintaining our position as a leading international medical research and teaching university. We're recognised for the quality of our graduates, the scale and depth of our research, our commitment to translational research, and as a thriving biotechnology hub. To learn more about the Faculty, please visit www.monash.edu/medicine.

Our Faculty includes four Sub-Faculties: Health Sciences, Clinical and Molecular Medicine, Biomedical Medicines, and Translational Medicine and Public Health.

The **School of Public Health and Preventive Medicine** is committed to our vision of Health and wellbeing for all people and communities. We are one of the largest schools of public health in the Asia Pacific region. Through generating and synthesising impactful evidence, supporting the strengthening of our health systems and informing and transforming policy and practice, we can help overcome the health challenges being faced across Australia and more broadly. We have skills, knowledge and excellence across a range of disciplines including epidemiology, research methodology, biostatistics, research ethics, governance, clinical trials, clinical quality registries, qualitative research, evidence synthesis, implementation science, health economics, genomics, forensic science, health systems, services and policy, and clinical practice. This provides a strong foundation upon which we can inform, support and sustain equitable improvements in health for individuals and communities. The School is part of the Faculty of Medicine, Nursing and Health Sciences centred at the Alfred Hospital Campus with satellite units and partners embedded across other major Monash affiliated hospitals, research institutes and public health organisations.

The **Clinical Outcomes data Reporting and Research Program (CORRP)** comprises a multidisciplinary team of academics, project managers, statisticians, and registry experts who oversee the development and ongoing management of a number of clinical registries of national and clinical significance, including the Australasian Pelvic Floor Procedure Registry (APFPR), the Australian Breast Device Registry (ABDR), the Australian Cystic Fibrosis Data Registry (ACFDR) and the Australian Dementia Network (ADNeT) Registry. The registry teams interact regularly with senior clinicians, health services, medical Societies and Colleges, Governments and their agencies, consumers and their support groups, and industry in their overall goal to collect and report on high quality clinical data that will drive improvements in care and patient safety.

Monash University is an Executive Partner in the **Clinical Quality Registries Communication and Collaboration Hub**, a collaboration between Monash University, the Australian Clinical Trials Alliance (ACTA) and the South Australian Health and Medical Research Institute (SAHMRI). The CQR Hub exists to support CQR collaboration and develop guidelines around CQR best practice operations.

Monash and the Faculty of Medicine, Nursing and Health Sciences values staff diversity and champions inclusive practices. We are committed to equitable decision making and apply the principles of [achievement relative to opportunity](#) in our selection processes.

POSITION PURPOSE

The Project Officer (Communications) will provide communications and consumer engagement support, and project support across CORRP registries and the Clinical Quality Registry (CQR) Hub. The Project Officer (Communications) performs a range of administrative and engagement activities that play a critical role in supporting the delivery of outcomes, primarily as they relate to communications and public engagement of Clinical Outcomes Data Reporting and Research Program (CORRP) registries (in particular the Australasian Pelvic Floor Procedure Registry (APFPR), and raising the profile of these initiatives to ensure that they are recognised as trusted, independent national entities whose primary focus is the safety and wellbeing of consumers. The role engages with and supports registry stakeholders, and implements consumer engagement activities and registry communications strategies.

This position will also provide administrative and communications support to the CQR Hub, facilitating broad sector engagement, engaging with registries within Australia and internationally, and promoting Hub activities.

Reporting Line: The position reports to Head, Clinical Outcomes data Reporting and Research Program (CORRP) and Manager, CORRP Surgical Registries under broad direction

Supervisory Responsibilities: Not applicable

Financial Delegation: Not applicable

Budgetary Responsibilities: Not applicable

KEY RESPONSIBILITIES

1. Internal and external stakeholder engagement, including acting as a key point of contact for consumers engaged with registry operations
2. Communications resource support, including website content maintenance, development of newsletters and Communiques, and social media management for CORRP registries as required
3. Supporting the development of infographics and photograph selection for key registry publications (e.g., annual reports)
4. Monitoring of external engagement (e.g., website visits, social media post interactions) and implementing evaluation and feedback processes following key events
5. Academic promotional duties as requested by senior managers, such as organising conference booth participation and registry promotional activities
6. Assistance with the planning of the Registry Annual Scientific Meeting (ASM) and providing support to the ASM Organising Committee
7. Facilitating the organisation and promotion of Registry Special Interest Group (SIG) meetings and events (e.g., webinars)
8. Producing a quarterly newsletter for the Registry SIG (called 'The Benchmark')
9. Promoting and maintaining registry SIG participation and membership
10. Other activities as directed from time to time such as supporting registry meetings through minute-taking, or organising meetings for key engagement activities.

KEY SELECTION CRITERIA

Education/Qualifications

1. The appointee will have:
 - A degree in a relevant field with subsequent relevant experience; or
 - extensive experience and specialist expertise or broad knowledge in technical or administrative fields; or
 - an equivalent combination of relevant experience and/or education/training.

Knowledge and Skills

2. Highly-developed written and verbal communication skills, including the ability to interact with a diverse range of stakeholders and negotiate positive outcomes to complex issues
3. Excellent organisational skills, including the ability to set priorities, manage time and plan work to meet deadlines
4. Excellent project coordination skills with the ability to support projects through to completion in accordance with agreed standards and timeframes
5. Demonstrated ability to work as an effective member of a team as well as the ability to exercise high levels of independence, judgement and initiative
6. Proven ability to adhere to protocols, standards and guidelines, including a thorough understanding of confidentiality, privacy and research ethics principles as required
7. Experience with advanced technologies including equipment and software, and demonstrated ability to quickly adapt to and learn new systems
8. Experience with social media in a professional capacity
9. Experience in a research setting and/or familiarity with research and registry management

OTHER JOB RELATED INFORMATION

- Travel to other campuses of the University or conference venues may be required
- There may be a requirement to work additional hours from time to time
- There may be peak periods of work during which taking of leave may be restricted

GOVERNANCE

Monash University expects staff to appropriately balance risk and reward in a manner that is sustainable to its long-term future, contribute to a culture of honesty and integrity, and provide an environment that is safe, secure and inclusive. Ensure you are aware of and adhere to University policies relevant to the duties undertaken and the values of the University. This is a standard which the University sees as the benchmark for all of its activities in Australia and internationally.