

SENIOR MANAGER, STAKEHOLDER ENGAGEMENT AND COMMUNICATIONS

DEPARTMENT/UNIT	Australian Living Evidence Collaboration, Cochrane Australia, School of Public Health and Preventive Medicine
FACULTY/DIVISION	Medicine, Nursing and Health Sciences
CLASSIFICATION	HEW Level 9
DESIGNATED CAMPUS OR LOCATION	553 St Kilda Road

ORGANISATIONAL CONTEXT

At [Monash](#), work feels different. There's a sense of belonging, from contributing to something groundbreaking – 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 – [#Changelt](#) 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.

Cochrane Australia is one of 50 centres worldwide that coordinate the activities of Cochrane at national and regional levels. Cochrane Australia promotes the use of evidence in healthcare decision-making and supports contributors to Cochrane, and others, who want to produce independent, high-quality evidence in the form of systematic reviews, guidelines and other research syntheses.

In addition to its role in providing a national profile, Cochrane Australia also has a research agenda relating to the production, use and implementation of evidence at both a policy and clinical level, and regularly undertakes commissioned reviews and other evidence services. Cochrane Australia is located at one of the School's sites at 553 St Kilda Road. For more information about our work, please visit australia.cochrane.org/.

The **Australian Living Evidence Collaboration (ALEC)** is a collaboration of 64 health sector organisations developing the platforms, processes and partnerships needed to synthesise large volumes of research and deliver reliable, accessible, up-to-date evidence to patients, health professionals and policymakers faster, more efficiently and more effectively. We develop living guidelines in the areas of stroke, diabetes, kidney disease, musculoskeletal health, COVID-19, pregnancy care and postnatal care and support innovations in methods for synthesising evidence. To learn more visit see www.livingevidence.org.au.

POSITION PURPOSE

The Senior Manager, Stakeholder Engagement and Communications, will be responsible for ensuring the Australia Living Evidence Collaboration's message is positioned consistently across all key audiences. The role will be responsible for developing and implementing stakeholder engagement and communications strategies, providing timely, accurate and insightful communications advice to ALEC Executive members. The role will be responsible for leading and developing a high-performing team of communications specialist(s), and developing frameworks and processes.

This role will work closely with the ALEC Executive to develop communications that support ALEC's overall strategy, as well as highlighting the key initiatives of ALEC as a whole.

Reporting Line: The position reports to the ALEC Academic Director under broad direction

Supervisory Responsibilities: This position provides supervision to up to two direct reports

Financial Delegation: Not applicable

Budgetary Responsibilities: Not applicable

KEY RESPONSIBILITIES

1. Manage the development and implementation of ALEC stakeholder engagement and communications strategies for our key audiences in alignment with ALEC's strategic plan.
2. Provide high-level strategic advice to ALEC and its Executive on strategic communications, crisis communications and issues management.
3. Lead and direct the development and implementation of key communications, publications, channels, and activities.
4. Identify, establish and maintain effective relationships and communication channels with a diverse range of key internal and external strategic partners and funders in order to support ALEC's work, including ALEC member organisations, government, philanthropy, media, and the community
5. Lead and develop a high-performing team, encouraging excellence in service delivery and processes and a culture of continuous review and improvement.
6. Build strong relationships with key stakeholders and provide trusted strategic advice on the development of communications content for key strategic initiatives across ALEC.
7. Maintain up to date knowledge of the strategic priorities and objectives for ALEC, the University and ensure they are embedded in University-wide messages from key University partners including the Office of the Vice-Chancellor, Office of the Chief Operating Officer, Research and Education portfolios.
8. Support the Australian Living Evidence Executive to communicate major strategic initiatives.
9. Develop, maintain and leverage strong and constructive partnerships with other relevant business units, functional areas, key staff, and external partners, with a particular emphasis on identifying and developing opportunities for sustainable funding.
10. Other duties as directed from time to time.

KEY SELECTION CRITERIA

Education/Qualifications

1. The appointee will have
 - postgraduate qualifications and extensive, relevant experience; or
 - extensive management experience and proven management expertise; or an equivalent combination of relevant experience and/or education/training.

Knowledge and Skills

2. Excellent management skills with proven ability to provide high-level strategic, pragmatic, timely advice and solutions at a high level
3. Demonstrated broad experience in developing and evaluating the effectiveness of communications strategies
4. Outstanding planning and organisational skills, with experience establishing priorities, allocating resources and meeting deadlines in a large, complex organisation.
5. Significant staff management experience with the ability to motivate and develop a high-performance team committed to excellent customer service.
6. Superior interpersonal and communication skills with the ability to build successful relationships, influence, negotiate and achieve consensus at senior levels.
7. Proven consulting skills, including the ability to devise innovative solutions to complex situations
8. Demonstrated extensive and broad experience in producing effective and engaging written content
9. Highly-developed analytical and conceptual skills including demonstrated ability to quickly assimilate new concepts and information and deliver positive, innovative solutions

OTHER JOB RELATED INFORMATION

- Travel to other campuses of the University 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
- A current satisfactory Working With Children Check is required

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.