

Consumer and Community Involvement Coordinator

College/Division:	College of Health and Medicine
School/Section:	Menzies Institute for Medical Research
Location:	Medical Science Precinct, Hobart
Classification	HEO7
Reporting line	Reports to the Business Manager, Menzies Institute for Medical Research
Date	May 2022

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 cultural 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 Consumer and Community Involvement Coordinator at the [Menzies Institute for Medical Research](#) (Menzies), part of the [College of Health and Medicine](#).

Menzies is one of Australia's leading health and medical research institutes and is recognised worldwide for its research excellence. Menzies' mission is to perform internationally significant medical research leading to healthier, longer and better lives for all Tasmanians. Research takes a bench-to-bedside and disease prevention approach that is aimed at improving patient care and clinical outcomes for the community by translating knowledge into clinical and policy actions and through the commercial application of discoveries. Tasmania, an island state with a population of over 500,000 people, has a discrete health system that enables close engagement with the University and with government agencies and health providers and offers a unique framework for translational health research.

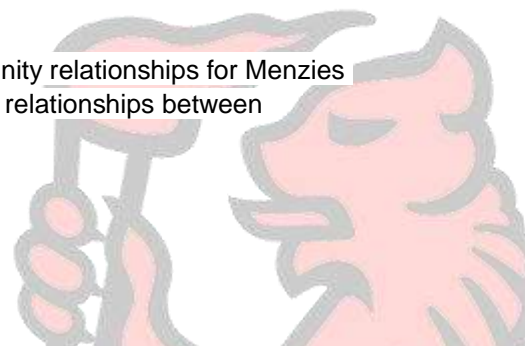
Menzies' five themes reflect the burden of disease in the Tasmanian community: Public Health, Primary Care and Health Services; Musculoskeletal Health & Disease; Brain Health & Disease; Cardiovascular and Respiratory Health & Disease; and Genetics and Cancer.

Consumer and community involvement (CCI) is critical for Menzies across all stages of research enabling improved research focus, feasibility, research outcomes and impact. The CCI Coordinator manages and coordinates all aspects of CCI at Menzies, ensuring strong alignment with strategy, including implementation of the CCI policy and strategy.

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

- Manage and coordinate all aspects of CCI at Menzies ensuring strong alignment with Menzies' strategy, including implementation of Menzies CCI policy and strategy, reporting and ensuring continuous quality improvement and best practice.
- Establish, develop and maintain diverse and effective consumer & community relationships for Menzies that support achievement of our strategy through productive, collaborative relationships between researchers, practitioners, consumers and communities.



- Work collaboratively with and provide executive support and advice to the Menzies Consumer Research Advisory Group.
- Actively engage with researchers to promote and support the inclusion of CCI plans in research programs, including grant applications.
- Work collaboratively with a broad range of staff to ensure a coordinated approach to CCI, including Menzies Senior Leadership Team, senior researchers and staff supporting communications, philanthropy and CCI functions for Menzies.
- Manage the Institute's volunteer program.
- With support from communications, marketing and philanthropy colleagues, promote CCI opportunities and successes through web content, social and/or media and/or video campaigns, public talks and newsletters.
- Support the identification of and access to CCI resources and training opportunities for consumers and researchers.
- Manage CCI expenditure against the allocated budget and provide regular reports to the Business Manager.
- Assist researchers with the promotion of studies and clinical trials to recruit study participants and disseminate plain English summaries of results.
- Undertake other duties as assigned by the supervisor.

What We're Looking For (success criteria)

- Demonstrated passion for consumer and community involvement, with a proven track record of cultivating collaborative, productive and effective relationships.
- Relevant tertiary qualification or demonstrated equivalent competency.
- High-level understanding, and successful application of consumer and community involvement principles and practice, preferably in a health or medical research environment.
- Highly developed written and verbal communication, presentation and reporting skills, and advocacy and diplomacy skills.
- Experience in the development of strategic and operational plans, with highly developed organisational skills and demonstrated ability to set priorities and to meet deadlines.
- Ability to work independently, show initiative, and work productively as part of a team. Experience leading or facilitating consumer and community workshops or similar events highly desirable.
- Proficiency in a range of computing skills including word processing, spreadsheets, databases, Powerpoint, internet and email preferably in Microsoft Office.
- Strong understanding of the 'lived experience' consumer and/or community members' contributions to research and teaching programs.
- Experience working with Tasmanian Aboriginal Communities and culturally diverse communities, highly desirable.

Other position requirements

- Current Working with Vulnerable People registration or to be obtained prior to appointment
- Driver's Licence
- Some intrastate travel

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.



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.

More information:

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

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

