

## Employee Position Description

Position Details		
<b>Position Title:</b> Communications Advisor	<b>Department:</b> People and Culture and Strategy	<b>Agreement:</b> Victorian Stand-Alone Community Health Services (Health and Allied Health Services, Managers and Administrative Officers) Multiple Enterprise Agreement 2022-2026
<b>Reports To:</b> Communications Manager	<b>Location:</b> Work across all AccessHC sites	
<b>Direct Reports:</b> 0	<b>Employment Status:</b> Max Term Part Time, 0.6FTE, to December 2025	<b>Classification:</b> Grade 3
Position Primary Purpose		
Reporting to the Communications Manager, the role will support the communications team and Access Health and Community with internal and external communication to deliver on its purpose to Build Healthier Lives Together. The role will develop impactful communications to support the delivery of the strategic plan and transformation projects. The role will be responsible for developing accurate, timely and engaging materials and campaigns for a range of internal and external channels and audiences. The position will liaise with other staff members to fulfil their role.		
Decision Making Authority		Key Relationships
<b>Decisions made independent of Manager</b> <ul style="list-style-type: none"> <li>Performing tasks within established procedure and work instructions</li> <li>Communication with staff and contractors within established procedures and work instructions</li> </ul>		<b>Internal</b> <ul style="list-style-type: none"> <li>Communications Manager</li> <li>Communications team</li> <li>People and Culture team</li> <li>Managers and Senior Managers</li> <li>Clinicians and other staff, volunteers</li> </ul> <b>External</b> <ul style="list-style-type: none"> <li>Contractors</li> <li>Partners</li> </ul>

*This position description provides a comprehensive, but not exhaustive, outline of the key activities of the role. AccessHC employees will therefore be expected to comply with manager's directions when and as required, which may include completion of duties not listed in this document.*

Key Accountabilities	
Focus Areas	Responsibilities
Internal Communication	<ul style="list-style-type: none"> <li>• Develop and implement tailored communications plans and strategies for strategic and transformation projects.</li> <li>• Prepare content for a range of channels and audiences, including articles, emails, posters, graphics, video, presentations, and intranet content.</li> <li>• Coordinate in-person and online events such as site visits, roadshows and Q&amp;As.</li> <li>• Provide regular reports on the impact of communications activities.</li> <li>• Support the Communications Manager to build relationships with internal stakeholders.</li> </ul>
External Communication	<ul style="list-style-type: none"> <li>• Develop and implement external communications and marketing plans for a range of audiences.</li> <li>• Develop engaging content for AccessHC social media channels and website.</li> <li>• Content creation – including writing, editing, designing (Canva) and briefing a range of materials.</li> <li>• Support the Communications Manager in external communications with stakeholders including patients, clients, partners, community organisations and local government.</li> </ul>
AccessHC Values	<ul style="list-style-type: none"> <li>• Through actions and behaviour, demonstrate AccessHC Values of; <b><i>Equity, Collaboration, Respect, Innovation and Quality</i></b></li> </ul>
Governance and Compliance	<ul style="list-style-type: none"> <li>• Act in accordance with AccessHC's policies, procedures and code of conduct.</li> <li>• Maintain updated and valid credentials in accordance with relevant legislation and industry requirements where applicable to the position.</li> <li>• Participate in mandatory training requirements to support the delivery of a safe and effective service.</li> </ul>
Workplace Health and Safety	<ul style="list-style-type: none"> <li>• Act in accordance with health and safety policies and procedures at all times.</li> <li>• 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.</li> </ul>

*This position description provides a comprehensive, but not exhaustive, outline of the key activities of the role. AccessHC employees will therefore be expected to comply with manager's directions when and as required, which may include completion of duties not listed in this document.*

Selection Criteria	
<p><b>Mandatory selection criteria items</b></p> <ul style="list-style-type: none"> <li>Police Check</li> <li>International Police Check (<i>mandatory if lived/work overseas in past 10 years</i>)</li> <li>Working With Children Check</li> <li>Driver's Licence</li> </ul> <p><b>Key Criteria selection items</b></p> <ul style="list-style-type: none"> <li>Tertiary qualifications in communications, marketing, or a related discipline</li> <li>Demonstrated experience in a similar communications or marketing role</li> <li>Excellent written and verbal communication skills with the ability to create, write, edit and proof content for a range of audiences and channels</li> <li>Demonstrated organisational capabilities and attention to detail with strong time management skills</li> <li>A team player with well-developed interpersonal skills and demonstrated ability to work co-operatively with a range of people</li> <li>High level of knowledge and experience using information systems, including Microsoft Office, Sharepoint, Wordpress, Mail Chimp and social media platforms</li> </ul>	<p><b>Attributes</b></p> <ul style="list-style-type: none"> <li>A genuine desire to work for an organisation that makes a difference</li> <li>An ability to work sensitively with people of diverse cultures, abilities, ages, sexualities and gender identities</li> <li>Effective time management and strong analytical and problem-solving skills</li> <li>Demonstrated behaviours consistent with Access Health and Community values</li> </ul>
<p>AccessHC is committed to building an inclusive and diverse workforce that reflects the communities and people we support and advocate for. We encourage applications from people with disabilities, people with lived experience of mental health and/or AOD recovery, people with diverse genders and sexualities and actively encourages applications from Aboriginal and Torres Strait Islander people and people from a culturally and/or linguistically diverse background. AccessHC acknowledges and pays respect to the Traditional Custodians of this land on which we work. We pride ourselves on being a client and child safe organisation and as such our staff and volunteers go through security screening and as a provider of disability services, successful applicants will be required to undertake a NDIS Workers Screening Check, WWW Check and if necessary, an International Police check prior to any appointment. AccessHC is a vaccine positive organisation, which supports, and encourages our workers, clients/patients and communities to access the COVID-19 vaccination, and where relevant seek medical advice from a registered medical practitioner regarding the vaccination as it relates to them.</p>	
<p><b>Authorisations</b></p>	
<p><b>Employee Name:</b></p> <p><b>Signature:</b> _____</p> <p><b>Date:</b>    /    /</p>	<p><b>Manager Name:</b></p> <p><b>Signature:</b> _____</p> <p><b>Date:</b>    /    /</p>

*This position description provides a comprehensive, but not exhaustive, outline of the key activities of the role. AccessHC employees will therefore be expected to comply with manager's directions when and as required, which may include completion of duties not listed in this document.*