

POSITION DESCRIPTION

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| POSITION TITLE: | Communications Officer (Content) |
| POSITION NUMBER: | 5956 |
| DIVISION / SECTION: | Professional Services / Communications Unit |
| SUPERVISOR: | Marketing and Communications Manager 3927 |
| CLASSIFICATION LEVEL: | PAT Level 7 |
| SALARY RANGE: | \$102,737 - \$111,040 per annum |
| STATUS (FTE): | Up to 1.0 FTE |
| LOCATION: | Darwin, Northern Territory |
| DIRECT REPORTS: | 0 |
| INDIRECT REPORTS: | 0 |
| SPECIAL PROVISIONS: | <ol style="list-style-type: none"> 1. Ability to obtain and maintain a current Working with Children Check (OCHRE Card) and NT Driver's Licence. 2. Willingness to travel, including to remote communities when required. Timings to be agreed. |

ABOUT MENZIES:

Menzies is a national leader in research and education and works to improve health outcomes for Aboriginal and Torres Strait Islander people and populations across our region. As a leader in global and tropical research into life-threatening illnesses, Menzies continues to translate its research knowledge through genuine and effective partnerships with communities across Australia and the Asia-Pacific region.

SUMMARY OF POSITION:

In collaboration with the Senior Communications Officer, the Communications Officer (Content) leads the development of high-quality written and digital content.

Working closely with researchers and project teams, the role identifies story opportunities and translates complex health research into clear, engaging, and accessible content for multiple platforms. The position also contributes to Menzies' content and storytelling strategy and supports key projects such as the Annual Report, external newsletters, and website content development, ensuring Menzies' work is effectively shared with diverse audiences.

PRIMARY RESPONSIBILITIES:

The following responsibilities are not exhaustive and may include others as directed by the Supervisor:

1. Lead the development of high-quality written content including news stories, features, case studies, profiles, media materials, web copy, newsletters, and reports as part of the Communications plan.

2. Translate complex and technical health research into clear, engaging, and accessible content for diverse audiences.
3. Regularly engage and collaborate with researcher groups and project teams to uncover story opportunities and build trusted relationships.
4. Maintain an active pipeline of story ideas and work collaboratively with the Senior Communications Officer to ensure all content is strategic and aligns with Menzies' brand, style, and messaging guidelines, supporting consistent and frequent output.
5. Support the development of content for Menzies' digital platforms, including intranet, website, social media, and e-newsletters.
6. Take a lead role in on-ground media support activities, providing in-person assistance to researchers during media engagements, events, and announcements as required.
7. Maintain effective working relationships with researchers, professional staff, and external partners to facilitate content development.
8. Ensure all communications reflect cultural respect, particularly in relation to Aboriginal and Torres Strait Islander communities and research participants.
9. Demonstrate understanding and awareness of relevant Workplace Health and Safety as well as Equal Opportunity principles and legislation, along with a commitment to maintaining a healthy and safe workplace for all Menzies staff, students, volunteers and visitors.
10. Carry out any other tasks as reasonably required by the Supervisor, Manager and/or Menzies Director.

SELECTION CRITERIA:

Essential:

1. Tertiary qualifications in communications, journalism, public relations, marketing, or a related field, or equivalent relevant experience, with significant, relevant post qualification professional work experience.
2. Experience in professional content writing and editing across multiple platforms, including websites, annual reports, and external newsletters.
3. Ability to translate complex or technical information into clear, engaging, and accessible narratives.
4. Understanding of SEO and digital accessibility, with experience using website content systems, social media platforms, and basic analytics to create and improve online content.
5. Strong interpersonal and relationship-building skills, with the ability to collaborate effectively with researchers and diverse stakeholders.
6. Excellent organisational skills, with strong attention to detail and the ability to manage multiple projects, prioritise tasks, meet deadlines, and effectively work across business and financial processes and systems.
7. Competence in Microsoft Office and relevant digital publishing or design tools (e.g., Adobe Creative Cloud or similar).
8. Ability to work independently, under broad supervision, and collaboratively, contributing positively to a small, high-performing team.

Desirable:

1. Experience in a research, health, education or not-for-profit environment.
2. Understanding of Aboriginal and Torres Strait Islander contexts.

COMMITMENT TO ABORIGINAL AND TORRES STRAIT ISLANDER WORKFORCE:

Menzies is committed to providing a culturally inclusive and supportive work environment, and ensuring our workforce is representative of the people with and for whom we work. We seek to amplify Aboriginal and Torres Strait Islander voices in all aspects of our work, and we strongly encourage Aboriginal and Torres Strait Islander peoples to apply for this position.

APPROVED BY: Menzies Human Resources
DATE: 24 March 2026

| PAT 7 | | |
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| PACKAGE COMPONENT | Minimum Value PAT 7/1 (\$) | Maximum Value PAT 7/4 (\$) |
| Gross Salary (position advertised as Professional Administrative and Technical Staff Level 7) | 102,737 | 111,040 |
| Superannuation (14% superannuation contribution depends on employee contributing 3% of pre-tax salary) | 14,383 | 15,546 |
| Salary Packaging Grossed Up (Based on utilising the full \$15,900 salary packaging component plus the \$2,650 Meal Entertainment Card.) | 8,469 | 8,506 |
| Leave Loading (Payable on the last pay before Christmas (first year will be a pro rata payment)) | 1,811 | 1,811 |
| Total Salary Package | 127,400 | 136,902 |