

POSITION DESCRIPTION

POSITION TITLE:	TEAHRA Senior Communications Officer
POSITION NUMBER:	5941
DIVISION / SECTION:	Professional Services
SUPERVISOR:	Deputy Director First Nations Engagement & Research Strategy 4378 And TEAHRA Executive Director
CLASSIFICATION LEVEL:	PAT 8
SALARY RANGE:	\$117,434 - \$127,895 per annum, pro rata
STATUS (FTE):	0.8 - 1.0 FTE
LOCATION:	Darwin, Northern Territory
DIRECT REPORTS:	0
INDIRECT REPORTS:	0
SPECIAL PROVISIONS:	<ol style="list-style-type: none"> 1. Ability to travel to remote and regional locations. Timing and frequency to be agreed. 2. Ability to obtain and maintain a Working with Children Card (Ochre Card). 3. Ability to obtain National Police Clearance.

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.

ABOUT TOP END ABORIGINAL HEALTH RESEARCH ALLIANCE (TEAHRA)

Top End Aboriginal Health Research Alliance (TEAHRA) is a National Health and Medical Research Council (NHMRC) accredited Research Translation Centre based in the Top End of the Northern Territory and a collaboration between Aboriginal Community Controlled Health Services, NT Government, Research and Education Institutions, and funders. Menzies is the auspice organisation for TEAHRA.

TEAHRA's purpose is to facilitate Aboriginal-led research that makes a difference to improve the health and wellbeing of Aboriginal people in the Top End. The current partners are:

- Charles Darwin University (CDU)
- Danila Dilba Health Service (DDHS)
- Katherine West Health Board Aboriginal Corporation (KWHB)
- Mala'la Health Service Aboriginal Corporation (Mala'la)
- Menzies School of Health Research (Menzies)
- Northern Territory Health (NT Health)
- Northern Territory Primary Health Network (NTPHN)
- Sunrise Health Service Aboriginal Corporation (Sunrise)

SUMMARY OF POSITION:

The TEAHRA Senior Communications Officer reports to the TEAHRA Executive Director. This is a new role responsible for finalising and implementing TEAHRA's Communications Strategy and the TEAHRA Senior Communications Officer works closely with the TEAHRA Executive Director and the Partnerships and Strategy Manager.

The Communications Strategy includes updating and maintaining the TEAHRA website, establishing a stakeholder communications list and regular newsletter, starting and maintaining a TEAHRA social media presence, and other communications activities necessary to establish and maintain relationships and trust with TEAHRA partners and stakeholders. The position also has an important role for delivering communications activities related to TEAHRA research projects.

This will involve working with research and community partners in communicating research findings into resources for distinct stakeholder groups, by developing and implementing effective advocacy strategies, and building and sharing compelling stories that promote practice, policy and systems-change. Resources may include those related to health education, knowledge translation and dissemination, and policy and advocacy briefs.

PRIMARY RESPONSIBILITIES:

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

Communications Strategy and Implementation

1. In consultation with the TEAHRA Executive Director, Partnerships and the Partnerships and Strategy Manager, develop, implement, monitor and maintain the TEAHRA communications strategy and implementation plan.
2. Lead management of TEAHRA's branding and visual identity (logo, banners, templates, by-lines, image database), including assisting with procuring merchandise.
3. Develop and maintain TEAHRA's stakeholder lists (including media lists) and communication calendars for engagement and dissemination purposes.
4. Manage the TEAHRA website, produce regular partner communiques, and create relevant and compelling content and visual resources, including newsletters, for public access.
5. Manage the operational aspects of communication including marketing, drafting media releases and creating social media content, including initiatives based on relevant TEAHRA research findings.
6. Manage promotion of TEAHRA events by leading and influencing workshops and webinars.

Communications and Advocacy

7. Contribute to strategic research communications by developing and implementing plans and activities that translate TEAHRA research findings for policymakers and key stakeholders across TEAHRA's partnerships.
8. Use innovative storytelling techniques to communicate research findings into case studies, advocacy, reports and policy content for governments and funding bodies.
9. Set up a Communications group with the partner organisations' Media and Communications' contacts ensuring coordination for the development of media releases, research translation outputs, and other related membership and public facing information.
10. Work with partner organisations to develop and maintain current information to showcase and promote TEAHRA's work

Partnerships and Stakeholder Engagement

11. Develop and maintain an active network with partners and other stakeholders to ensure the promotion of TEAHRA's activities, outcomes and plans are successful, with opportunities for feedback and collaboration.

General

12. 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.

SELECTION CRITERIA:

Essential:

1. Extensive relevant experience working in a high-level communications role, preferably in a research, policy, or Aboriginal organisation environment.
2. Demonstrated experience providing quality strategic communications and advocacy advice, with experience in identifying and implementing innovative strategies for engaging and communicating with internal and external stakeholders.
3. Ability to engage TEAHRA partners and key stakeholders, including Aboriginal Community Controlled Health Services (ACCHS), governments, funders, research institutions and relevant peak bodies through tailored, engaging and written and visual content.
4. Knowledge and experience of communicating complex research findings or specific service outcomes for a wide variety of audiences, stakeholders and media platforms, including social media posts, newsletters, website blogs/updates, articles, infographics and video/audio content.
5. Demonstrated experience in professional writing and editing, ideally with experience in working with researchers to translate technical research writing into everyday language, and the ability to contribute to funding applications.
6. High-level experience in engagement, social media and other relevant technology, responding to current trends, including photography and filming for webinars/ workshops and promotion.
7. Excellent interpersonal and networking skills including the ability to engage, influence and interact effectively with people from a diverse range of educational and cultural backgrounds.
8. Advanced capabilities in the Microsoft Office suite and basic design software, e.g. Canva or similar design software, databases and web editing skills.
9. Demonstrated experience in organisational skills, self-motivation, the ability to be self-directed and work in a team, and to prioritise workloads, adapt to change, work to tight deadlines, and achieve results with minimal guidance.

Desirable:

1. Experience in a communications role, preferably in health, research, or policy.
2. A demonstrated understanding of Aboriginal and Torres Strait Islander culture and experience living and working in the Northern Territory.
3. Working knowledge of the Australian Government style manual.

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: 01 April 2026

PAT 8		
PACKAGE COMPONENT	Minimum Value PAT 8/1 (\$)	Maximum Value PAT 8/4 (\$)
Gross Salary (position advertised as Professional Administrative and Technical Staff Level 8)	117,434	127,895
Superannuation (14% superannuation contribution depends on employee contributing 3% of pre-tax salary)	16,441	17,905
Salary Packaging Grossed Up (Based on utilising the full \$15,900 salary packaging component plus the \$2,650 Meal Entertainment Card.)	8,506	8,469
Leave Loading (Payable on the last pay before Christmas (first year will be a pro rata payment))	1,811	1,811
Total Salary Package	144,191	156,080