

Employee Position Description

Position Details		
Position Title: Internal Communications Specialist	Department: People and Culture	Agreement: Victorian Stand Alone Community Health Services (Health and Allied Health Services, Managers and Administrative Officers) Multiple Enterprise Agreement 2018-2022
Reports To: Communications Manager	Location: works across all AccessHC sites	
Direct Reports: 0	Employment Status: Part time, fixed term	Classification: Grade 3
Position Primary Purpose		
<p>Reporting to the Communications Manager, the role will develop communications to support the delivery of the strategic plan and transformation projects. This will involve creating impactful communications for a range of channels and internal audiences that create awareness and desire for change, build relationships and engagement and celebrate successes. The position will liaise with other staff members to fulfil their role.</p>		
Decision Making Authority		Key Relationships
<p>Decisions made independent of Manager</p> <ul style="list-style-type: none"> Performing tasks within established procedure and work instructions Communication with staff and contractors within established procedures and work instructions 		<p>Internal</p> <ul style="list-style-type: none"> Communications Manager Strategy Delivery team members People and Culture team Managers and Senior Managers Clinicians and other staff, volunteers <p>External</p> <ul style="list-style-type: none"> Contractors Partners

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"> • Develop and implement tailored communications plans for strategic and transformation projects. • Prepare content for a range of channels and audiences, including articles, emails, posters, graphics, video, presentations, and intranet content. • Design content on Canva using provided templates in line with the brand guidelines. • Coordinate in-person and online events such as site visits, roadshows and Q&As. • Provide regular reports on the impact of communications activities. • Support the Communications Manager to build relationships with internal stakeholders.
External Communication	<ul style="list-style-type: none"> • Assist the communications team with the development of a range of communications materials, including writing and editing, content planning and creation and Canva design.
AccessHC Values	<ul style="list-style-type: none"> • Through actions and behaviour, demonstrate AccessHC Values of; <i>Equity, Collaboration, Respect, Innovation and Quality</i>
Governance and Compliance	<ul style="list-style-type: none"> • Act in accordance with AccessHC’s policies, procedures and code of conduct. • Maintain updated and valid credentials in accordance with relevant legislation and industry requirements where applicable to the position. • Participate in mandatory training requirements to support the delivery of a safe and effective service.
Workplace Health and Safety	<ul style="list-style-type: none"> • Act in accordance with health and safety policies and procedures at all times. • 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.

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Version No: 1	Last Updated: November 2020	Author:	Approved By: CEO	Page 2 of 4
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Selection Criteria

Standard selection criteria items

- Police Check
- International Police Check (*mandatory if lived/work overseas in past 10 years*)
- NDIS Screening Check
- Working With Children Check
- Driver's Licence
- Demonstrate and display AccessHC's values – equity, collaboration, respect, innovation and quality.

Qualifications, skills and experience

- Demonstrated experience in a similar internal, strategic or change communications role.
- Tertiary qualifications in communications, marketing, or a related discipline.
- Excellent communication, writing and editing abilities.
- Ability to create high quality content for a range of audiences and channels with great attention to detail.
- Experience managing multiple priorities and meeting deadlines in a fast-paced environment.
- A team player with demonstrated experience building strong stakeholder relationships.
- Demonstrated passion for internal communications and desire to work for an organisation that makes a difference.
- Experience in the health and community sector (desirable)

AccessHC is a Child Safe Organisation.

AccessHC actively supports an inclusive culture and celebrates its diversity. We encourage applications from people with disabilities, diverse genders and sexualities, Aboriginal peoples and people from a culturally and/or linguistically diverse background.

Authorisations

Employee Name:

Signature: _____

Date: / /

Manager Name:

Signature: _____

Date: / /

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Page 4 of 4