



## Employee Position Description

| Position Details   |   |   |
|--|---|---|
| <b>Position Title:</b> Merger Communications & Community Engagement Lead   | <b>Department:</b> Merger Delivery  | <b>Agreement:</b> Victorian Stand-Alone Community Health Services (Health & Allied Services, Managers & Administrative Officers) Multiple Enterprise Agreement 2022- 2026 |
| <b>Reports To:</b> Merger Project Director   | <b>Location:</b> Flexible, will need to work across AccessHC and Inspiro sites as required          |   |
| <b>Direct Reports:</b> Various transition roles  | <b>Employment Status:</b> 0.8 - 1.0 FTE (depending on candidate preference), Fixed Term (12 months) | <b>Classification:</b> Grade 4  |
| Position Primary Purpose   |   |   |
| The Communications and Community Engagement Lead will support the merger between Access Health and Community and Inspiro through the planning, transition and post-merger integration phases. They will work collaboratively across both organisations, developing and implementing best practice communications and community engagement strategies to build awareness and support for the merger with internal and external stakeholders, and to enable effective change management. |   |   |
| Key Relationships  |   |   |
| <p><b>Internal</b></p> <ul style="list-style-type: none"> <li>• CEOs</li> <li>• Executives</li> <li>• Board Directors and Advisors</li> <li>• Whole organisation</li> </ul> <p><b>External</b></p> <ul style="list-style-type: none"> <li>• Community</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.*

| <b>Key Accountabilities</b>        |   |
|------------------------------------|---|
| <b>Focus Areas</b>                 | <b>Responsibilities</b>   |
| <b>Communications</b>              | <ul style="list-style-type: none"> <li>• Work collaboratively with the Boards, CEOs, Executive teams, and Merger Project Director to develop and refine key messages for the merger</li> <li>• Develop and implement a communications strategy to ensure internal and external stakeholders are aware, engaged and supported through the merger in consultation with key stakeholders</li> <li>• Produce appropriate collateral and materials to support the merger, including coordinating with relevant external agencies and contractors</li> <li>• Work collaboratively with communications leads across both organisations to ensure activities are coordinated with existing activities, and are timely and clear</li> <li>• Coordinate key events, such as staff and stakeholder engagement events.</li> </ul> |
| <b>Brand</b>                       | <ul style="list-style-type: none"> <li>• Lead the development of an approach to branding for services in the Yarra Ranges post-merger in consultation with key stakeholders</li> <li>• Post-merger, coordinate the development of a shared brand identity and strategy across the two organisations with relevant advisors and stakeholders.</li> </ul>   |
| <b>Community Engagement</b>        | <ul style="list-style-type: none"> <li>• Develop and implement a community engagement strategy for the merger, in partnership with community advisors and subject matter experts from both organisations</li> <li>• Support leaders to foster relationships with community stakeholders and members to ensure awareness, understanding and support for the merger</li> </ul>  |
| <b>Values</b>                      | <ul style="list-style-type: none"> <li>▪ Through actions and behaviour, demonstrate the values of AccessHC and Inspiro</li> </ul>   |
| <b>Governance and Compliance</b>   | <ul style="list-style-type: none"> <li>• Act in accordance with policies, procedures and code of conduct.</li> <li>• Maintain updated and valid credentials in accordance with relevant legislation and industry requirement where applicable to the position.</li> <li>• Participate in mandatory training requirements to support the delivery of a safe and effective service.</li> </ul>  |
| <b>Workplace Health and Safety</b> | <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>  |

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## Selection Criteria

### Standard selection criteria items

- Police Check (*mandatory*)
- International Police Check (*mandatory, if lived/work overseas in past 10 years*)
- Current Victorian Driver's Licence
- Working with Children check

### Qualifications, registrations and experience

#### Minimum -

- Tertiary qualifications in communications or community engagement; or equivalent experience
- 5+ years' experience in a communications or community engagement leadership (preferably within health or social services)
- 3+ years of experience supporting projects involving significant change management and stakeholder engagement.

#### Desirable -

- Experience of supporting a merger within the for-purpose sector.

### Key skills and attributes

- Demonstrated skills in developing and executing communications and community engagement strategies
- Exceptional written and verbal communication skills
- Well-developed interpersonal skill, with a demonstrated ability to interact with people from diverse backgrounds
- Experience working within a complex stakeholder engagement environment to negotiate and deliver on priorities

*AccessHC and Inspiro are Child Safe Organisations.*

*We actively support 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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