

# JOB DESCRIPTION

<b>Position Title</b>	Research Communications Officer	<b>Level</b>	B
<b>Reports to (role)</b>	Senior Manager, Communications		
<b>Team</b>	Communications and Development		
<b>Location</b>	Telethon Kids Institute, Perth Children's Hospital, 15 Hospital Ave, Nedlands		

## PURPOSE OF POSITION

The Research Communications Officer provides communications and engagement support to two research teams – the ORIGINS Project and Respiratory Research Centre. The role will work collaboratively with the Communications team and research teams to ensure effective and professional strategies are implemented across a range of platforms and channels to a broad range of stakeholders.

## KEY RESPONSIBILITIES

<b>Key Responsibilities</b>	<b>Tasks required to achieve Key Responsibilities</b>	<b>Measures</b>
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<b>Communications</b>	<ul style="list-style-type: none"> <li>• Develop and implement communication strategies to ensure professional and effective communication for the ORIGINS Project and Respiratory Research Centre.</li> <li>• Work with research team members and the Communications team to create engaging content for a range of internal and external channels and platforms.</li> <li>• Manage teams website pages.</li> <li>• Oversee the production and management photo and video assets of each research team.</li> <li>• Work with the Manager, Media and Content to manage and coordinate media opportunities including drafting of media releases, media events, answering media inquiries, etc.</li> <li>• Coordinate the design and delivery of research team events.</li> <li>• Work with researchers to translate research into plain language for a range of communication products.</li> <li>• Assist members of Communications and Development team and research teams as required.</li> <li>• Contribute to the planning and regular meetings of the Communications and Development team and research teams.</li> </ul>	<ul style="list-style-type: none"> <li>• Feedback from staff.</li> <li>• Feedback from Managers in the Communications team.</li> <li>• Improved site metrics.</li> <li>• Constant up-to-date content.</li> <li>• Team KPI's met.</li> <li>• Digital is embedded into the Institute's activities.</li> </ul>
<b>Stakeholder engagement</b>	<ul style="list-style-type: none"> <li>• Work with the research teams to ensure effective engagement activities (such as events, newsletters) for key stakeholders particularly study participants, collaborators, funders and government.</li> <li>• Build and maintain strong working relationships with external groups.</li> </ul>	<ul style="list-style-type: none"> <li>• Feedback from internal and external stakeholders.</li> <li>• Timely and quality delivery of activities.</li> <li>• Maintain up-to-date distribution lists of key stakeholders.</li> </ul>
<b>Marketing and branding</b>	<ul style="list-style-type: none"> <li>• Ensure consistent use of the ORIGINS Project and Respiratory Research Centre branding across all activities while ensuring it fits within Institute guidelines.</li> <li>• Raise the profile of each research team across key stakeholder groups.</li> </ul>	<ul style="list-style-type: none"> <li>• Consistent and accurate branding.</li> <li>• Increased recognition.</li> </ul>

<b>Workplace Safety</b>	<ul style="list-style-type: none"> <li>• Take reasonable care for your own safety and health and avoid harming the safety and health of others through any act or omission at work.</li> <li>• Identify and assess workplace hazards and apply hazard controls.</li> <li>• Report every workplace injury, illness or near miss, no matter how insignificant they seem.</li> <li>• Abide by Telethon Kids Institute policies and procedures.</li> </ul>	<ul style="list-style-type: none"> <li>• Responsibilities are embedded in work practices.</li> <li>• Hazards are effectively managed or reported.</li> <li>• Accidents and incidents are reported in a timely manner.</li> <li>• All applicable safety policies and procedures are sought, understood and implemented.</li> </ul>
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## ESSENTIAL CRITERIA

<b>Qualifications:</b>	<ul style="list-style-type: none"> <li>• Relevant tertiary qualification within communications, public relations or science communication fields</li> </ul>
<b>Essential Skills, Knowledge &amp; Experience:</b>	<ul style="list-style-type: none"> <li>• Demonstrated passion for science and child health.</li> <li>• Several years of demonstrated experience working in a communications /public relations role, preferably in a university or research environment.</li> <li>• Experience in developing and implementing communication strategies and plans including the ability to understand audience requirements and develop targeted and appropriate communication plans to meet organisational/team objectives.</li> <li>• Excellent interpersonal, active listening, written and verbal communication skills.</li> <li>• Strong and accurate attention to detail.</li> <li>• Experience in producing video, online content, brochures and newsletters</li> <li>• Experience in managing social media channels and other online channels</li> <li>• Ability to work responsibly and appropriately with highly confidential information.</li> <li>• Ability to coordinate a number of priorities and tight deadlines.</li> <li>• Ability to work independently and as part of a team.</li> <li>• Ability to develop personal and corporate relationships with internal and external stakeholders.</li> <li>• Experience working with a Content Management System.</li> </ul>

<b>DIRECT REPORTS</b>	Nil
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<b>Approved by:</b>	Senior Manager, Communications
<b>Date approved:</b>	5 March 2019
<b>Reviewed by P&amp;C:</b>	<i>5 April 2019</i>