

JOB DESCRIPTION

TELETHON KIDS INSTITUTE



Why is this Job Description being written?		<input type="checkbox"/> New Position <input checked="" type="checkbox"/> Replacement Position <input type="checkbox"/> Position re-designed <input type="checkbox"/> Position not previously described		
POSITION DETAILS:	Position Title:	COMMUNICATIONS OFFICER		
Division:	Professional Services	Department:	Communications & Development	
Position reports to: (role)	Communications Manager			
Location: include all possible locations	100 Roberts Road Subiaco			
POSITION PURPOSE: In one or two sentences briefly summarise the overall purpose of this role, i.e. broadly, what this role does and why				
To help drive the communications activities of the Telethon Kids Institute to enable the Institute to deliver the goals of the strategic plan. This role will have a focus on events and internal communications including communications support for the move to our new building, supporting internal teams to deliver appropriate communications, maintaining internal communications channels such as intranet and eNews, and internal and external events support.				
KEY RESPONSIBILITY AREAS <i>(Please list in order of importance)</i>				
Key Position Accountabilities What are the main areas for which the position is accountable	% of Total Role	Inputs: What are the key activities or tasks to be carried out?	Outputs: What are the expected end results?	Measures: How it is measured

Communications	95%	<ul style="list-style-type: none"> • Assist with the implementation of the new building and internal communications strategies to ensure a coordinated and professional approach, including: <ul style="list-style-type: none"> ○ Managing content on the intranet including developing and writing engaging content ○ Planning and implementing events including writing speech notes as required ○ general communications support including branding, display board, collateral, promotion and publicity, media monitoring, writing content for various channels ○ Providing communications advice and support to the Institute Leadership Team and internal teams such as People & Culture, Scientific Services, Information Management, IT, New Building Project, etc ○ Writing, editing, production and distribution of weekly staff Newsflash and On The Move. • Other communications duties as required 	<ul style="list-style-type: none"> • Increased knowledge, awareness and engagement of Institute activities by staff and students • Regular professional communication • Improved corporate culture • User friendly and highly utilised intranet 	<ul style="list-style-type: none"> • Feedback from staff and students • Feedback from Institute Leadership Team • Increased participation of staff in staff events • Increased readership of communications • Increased hits on intranet • Constant up-to-date content • Feedback from staff
Team Planning	5%	<ul style="list-style-type: none"> • Contribute to the strategic planning and regular meetings of the Communications & Development team 	<ul style="list-style-type: none"> • Activities and events help the Institute deliver on its strategic goals 	<ul style="list-style-type: none"> • Internal communications is embedded within the broader communications strategy
ESSENTIAL SKILLS, KNOWLEDGE AND EXPERIENCE:				
Qualifications: what are the minimum educational, technical or professional qualifications required to competently perform role		<ul style="list-style-type: none"> • Relevant tertiary qualification within marketing, public relations or communication fields. 		

<p>Skills, Knowledge & Experience:</p>	<ul style="list-style-type: none"> • Several years of demonstrated experience in communications, public relations or similar • Experience in implementing communications strategies • Experience in maintaining intranets • Excellent written and verbal communication skills • Highly developed digital literacy including ability to use a Content Management System such as Sharepoint and Powerpoint, Word, Excel, etc • Demonstrated ability to understand audience requirements and develop targeted and appropriate communication plans to meet organisational/team objectives • Ability to coordinate a number of communication deliverables within tight deadlines • Ability to work responsibly and appropriately with highly confidential information • Ability to work independently and as part of the Communications team • Strong attention to detail and excellent editing skills • Ability to develop personal and corporate relationships with internal and external stakeholders 		
DESIRABLE SKILLS, KNOWLEDGE AND EXPERIENCE:			
<p>Qualifications: what are the minimum educational, technical or professional qualifications required to competently perform role</p>			
<p>Skills, Knowledge & Experience:</p>	<ul style="list-style-type: none"> • Experience working in a not-for-profit organisation 		
SCOPE:			
<p>Financial accountability: Does this role have accountability for a budget?</p>			
<ul style="list-style-type: none"> • no 			
<p>People responsibility: Does this role have any direct reports or indirect reports (through direct reports)?</p>			
<p>No. of direct reports</p>	<p>0</p>	<p>No. of indirect reports</p>	<p>0</p>

ORGANISATIONAL CHART: (please complete using position titles or insert diagram below)

Institute Director

Director of
Communications &
Development

Communications
Manager

Communications
Officer (Diabetes)

Research
Communications
Officer

Graphic
Designer

Communications
Specialist, New
Building

Communications
Officer

Communications
& Development
Officer

Senior
Communications
Officer (Internal)

Senior
Communications
Officer (Media)

ADDITIONAL INFORMATION: is there any additional information that needs to be understood to explain this role?