

Position description

Position title:	Internal Communications Advisor
Job reference no:	25520
Salary:	Total Remuneration Package - \$81,801 per annum (including superannuation and the estimated benefit of full optional salary packaging)
Classification:	Grade 3 (HS3)
Award:	Victorian Stand-Alone Community Health Services (Health and Allied Services, Managers and Administrative Officers) Multiple Enterprise Agreement 2018 – 2022
Hours:	76 hours per fortnight (or 80 hours per fortnight with an ADO every four weeks)
Position tenure:	Fixed Term (12 month position)
Remuneration benefits:	<ul style="list-style-type: none"> • 9.5% Superannuation • Salary Packaging (included novated leasing) • Access to discounted private health insurance
Work unit / location:	Negotiable
Reports to:	Manager Marketing and Communications
Program:	Marketing and Communications
Contact person:	Dominic McNerney, Manager Marketing and Communications, on (03) 5136 5236
Application closing date:	11.59pm on Thursday 20 August

Why choose this role at Latrobe Community Health Service?

At Latrobe Community Health Service you'll be part of a positive and passionate workplace.

We're dedicated to providing you with career opportunities through work that is rewarding and meaningful within the community.

You'll work with people who are positive and optimistic in the attitudes and behaviours they bring to work. This creates a safe and uplifting environment that will constantly motivate you - and those around you - to bring their best to work.

You can learn more about Latrobe Community Health Service at www.lchs.com.au/careers

Scope of role

The Internal Communications Advisor will undertake internal communication activities under the leadership of the Manager, Marketing and Communications to improve communication with staff and foster a shared organisational culture.

This role requires the successful incumbent to have the ability to build strong relationships with staff across 50 sites, proven experience maintaining an intranet, political nous, exceptional writing skills and the ability to stay composed amid competing demands.

Key objectives, duties and responsibilities

In consultation with the Manager, Marketing and Communications the roles and responsibilities of the Internal Communications Advisor are:

Overall communication planning and assessment

1. Contribute to the research, review and evaluation of the effectiveness of LCHS marketing and communication efforts/investment.
2. Contribute to the identification of new approaches for engaging with LCHS staff.
3. Implement agreed internal communications initiatives.

Internal communications

1. Develop and implement the LCHS internal communications strategy
2. Research and write the bi-monthly staff newsletter
3. Actively manage and improve the structure and presentation of the LCHS intranet, both directly and in working with external intranet consultants
4. Curate the news section of the LCHS intranet
5. Advise the CEO and Executive on internal communications
6. Write staff messages on behalf of the CEO and Executive Directors
7. Assist managers with producing program staff newsletters
8. Convene an internal communications working group, with state-wide representation
9. Work with the Occupational Health & Safety Committee, Healthy Workplace Committee, Reconciliation Action Plan Committee and Manager, People Learning & Culture, to ensure organisation-wide initiatives are successfully communicated to staff.
10. Translate complex information into compelling communication to staff.

Relationship building

1. Ensure every interaction you have with a member of the general public is warm, respectful, and leaves the community member feeling positive about LCHS.
2. Build strong relationships with staff at all levels of the organisation to foster a range of sources for relevant and compelling internal communications stories to share.
3. Develop strong, trust-based relationships with the leadership team and People, Learning & Culture.

Social media

1. Contribute ideas for the LCHS Facebook page, based on stories created with staff for internal communications purposes.

Products and services

1. Maintain knowledge of products and services that LCHS offers and the target audiences that are serviced.

Other requirements

1. Support the general day-to-day running of the Marketing and Communications team by helping colleagues.
2. Undertake other duties commensurate with the job as directed.

Selection criteria:

Applicants must address the selection criteria for consideration.

1. Proven experience managing an intranet.
2. Exceptional spelling and grammar.
3. Proven ability to write for a broad range of purposes and audiences using clear, concise language.
4. Understanding of internal communication principles, and the ability to implement internal communication plans.
5. Demonstrated experience in content creation.
6. Highly developed verbal and interpersonal communication skills.
7. Experience in an internal communications role.

Job requirements:

Applicants must meet the following job requirements:

Mandatory:

1. A degree in marketing, communications, design, public relations, or comparable experience.
2. Impeccable writing, spelling and grammar.
3. Experience in an internal communications role within a large organisation.
4. A current Victorian driver licence will be required for this role.

Other Job Requirements:

1. Latrobe Community Health Service complies with infectious disease control and immunisation requirements under legislation. This position is classified as a **Health Care Worker C** and is exempt from immunisation status requirements.
2. Latrobe Community Health Service is a child-safe organisation. The successful applicant will be required to undergo a satisfactory criminal record check from the Australian Federal Police or country of residence.
3. Prior to appointment, a police record check will be undertaken. This will be updated every three years.
4. Prior to appointment, credentialing documentation must be completed and verified.
5. Prior to appointment, preferred applicants must disclose full details of any pre-existing injuries or disease that might be affected by employment in this position.
6. This Position Description and Letter of Agreement will be reviewed from time to time in keeping with changing requirements.

We are a diverse and inclusive workplace. We encourage applications from Aboriginal and Torres Strait Islander people, people from culturally diverse backgrounds and identities, LGBTIQ+ people, people with a lived experience of disability and service personnel and their families, to name a few. We will make reasonable adjustments when required.

Approved (Job title):	Executive Director Corporate
Date:	13 August 2020

Incumbent statement

I have read, understand and accept the Position Description and this Position Description Attachment

Incumbent's Name:

Incumbent's Signature: _____

Date: