

Communications Officer (Part-Time)

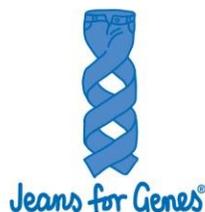
- **Make an important contribution to the health of children through medical research**
- **Work with one of Australia's most respected national and independent medical research institutes**
- **Gain valuable experience in the not-for-profit sector**

Children's Medical Research Institute (CMRI) was Australia's first dedicated paediatric research facility and is now one of the world's most highly regarded independent medical research centres. Our research focuses on the areas of embryonic development and birth defects, cancer, neuroscience and gene therapy and we have a strong international reputation based on our research outcomes. It is also home to the world-first proteomics project, ProCan, which is changing the way cancer is diagnosed and treated. CMRI's research programs are supported by state of the art facilities and committed research and support staff. Our achievements are made possible by a loyal network of community supporters, highly engaged donors and the very successful Jeans for Genes® fundraising campaign.

The successful applicant for this part-time position (3 days per week) will report to the Head of Marketing and Communications. It is essential the applicant have high level written communication skills and a scientific background.

Primary responsibilities include:

- Leading internal communications initiatives that support interdepartmental collaboration, Institute culture and knowledge sharing
- Creation of content for and management of internal communications channels, such as intranet and newsletters
- Collecting up to date information on research programs for impact and grant reporting to donors, funders and other stakeholders
- Preparation of reports, news stories and other communications around research and institute activities for use by various internal stakeholders and external collaborators
- Assistance with general communications as required



Finding cures for children's genetic diseases

You will be provided with a competitive remuneration package in accordance with qualifications and experience. Additional benefits include the provision of a Public Benevolent Institution salary packaging scheme and participation in an employer-contributed superannuation fund.

Applications should include a cover letter (citing PV1903), curriculum vitae and contact details (phone/email) of three professional referees and be forwarded to recruitment@cmri.org.au

Closing date for applications is 9am Monday **18th February 2019**.



Jeans for Genes®

JOB DESCRIPTION

Position Title:	Communications and Reporting Officer
Department	Marketing & Communications
Section or Unit:	
Reports to:	Head of Marketing & Communications
Number of direct reports:	0
Classification Level:	
Work Type:	Administration

CORE OBJECTIVE

The core objective of this part-time Communications and Reporting Officer role is to generate and distribute CMRI communications that support research and marketing efforts by fostering clear communication with Institute Stakeholders (Internal and External) and Research staff/students, including information sharing with collaborators, while minimising the reporting burden on research staff.

ORGANISATIONAL ENVIRONMENT

Children's Medical Research Institute (CMRI) pioneered microsurgery, immunisations against lethal childhood illnesses, and care for premature babies, all of which has improved the lives of countless Australian children over the last 60 years. Today, CMRI is an independent institute and the site of world-leading research in the areas of cancer, neurobiology, embryology, proteogenomics and gene therapy. CMRI is affiliated with the University of Sydney and is a founding partner of Paediatric and the Westmead Research Hub. Find out more at www.cmri.org.au. This Not-for-profit institute is funded by competitive grants and a community of supporters who participate in events like Jeans for Genes Day, which is held on the first Friday in August. Visit www.jeansforgenes.org.au for more information.

KEY WORKING RELATIONSHIPS

Internal Relationships	External Relationships
Marcomms	Westmead Research Hub
Research Administration Office	Paediatric
Research	University of Sydney
Internal Communications Committee	AAMRI and other industry bodies
Fundraising	

CORE ACCOUNTABILITIES

(Total accountabilities must equal 100%)

Accountability	Outcomes	% of role
Internal Communications	<ul style="list-style-type: none"> • Take primary responsibility for ensuring up to date and accurate information of interest to our staff (including Board and Committees) is obtained and distributed appropriately, and in a timely manner • Assist others to generate content relevant to various activities of CMRI or areas of interest. e.g. recruitment, PR, fundraising, formal reporting, funding applications, etc. • Identify opportunities to develop relationships between research and admin staff and students by creating communication programs and strategies • By working with the Communications and Media Manager, help to promote CMRI's news and achievements to staff via various media and channels • Measure and evaluate the success of internal communication activities and recommend improvements/ alternative approaches. • Organise, run and minute the Internal Communications Committee (ICC) meetings • Build strategic relationships with internal clients, such as the ICC and Unit Heads • Develop and maintain owned channels, such as Chromozone and Sticky Beaker, internal screens, and All Staff Update. Administer any other key internal communication platforms, activities and publications as required. 	40
Impact Reporting Support	<ul style="list-style-type: none"> • Work with Head of Marcomms, T&F Manager and Unit Heads to ensure impact reporting metrics are regularly collected from each research unit • Curate spreadsheet/database of research metrics (publications, talks, etc.) for institutional reporting purposes (Impact report, HERDC...) • Prepare impact reports for Trusts and Foundations, Fundraising and other stakeholders as required • Proofreading support for T&F applications 	40

Collaborator Communications	<ul style="list-style-type: none"> Work with external collaborators (Paediatrico, Hub, AAMRI, Business Chamber, USyd, funding agencies, etc.) to ensure information flows to and from CMRI which supports institutional and research collaborations or other partnering goals. 	10
Other	<ul style="list-style-type: none"> Prepare and distribute key corporate communication materials for various target audiences as required. 	5

AUTHORITIES AND DECISION-MAKING

(Responses here are derived from the 'Consolidated Job Factors' document. Information from the 'Decision-Making' and 'Authorities' sections in the Job Evaluation Questionnaire are used as a basis for this evaluation)

The incumbent

- Has the authority to make decisions that determine the means or process for achieving objectives, standards or guidelines within defined parameters
- Is expected to adapt to changes in work needs and priorities
- Has no budget

CHALLENGES

(Responses here are derived from the "Challenges and Vacancy Criticality" section in the Job Evaluation Questionnaire)

The main challenges for this position include:

- Competing demands
- Tight timeframes and the impact of these on other activities and deadlines
- Maintaining a strict separation of this role from Fundraising activities

WORK HEALTH AND SAFETY

Individuals have the following responsibilities;

- Ensure safe work practices are adopted in any work area and contribute to the development and maintenance of risk assessments and standard operating procedures (SOPs).
- Report injuries, accidents, incidents and near misses in the work area and on the corrective actions taken to prevent reoccurrence.
- Do not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare.
- As an officer of the organisation you must ensure due diligence to make sure that the organisation complies with its health and safety obligations

REQUIREMENTS

Education

- Degree in Communications or equivalent
- Scientific background or social impact experience desired but not required

Experience

- Minimum of 2 years' experience in professional communications roles: salary depends on experience.

Engagement

- Significant engagement with research and administration staff and students
- Significant engagement with senior managers
- Engagement with communications teams in collaborating and affiliated organisations

Capabilities

Core

- Strategic internal communications planning
- Manages multiple projects that impact the organisation
- Professional liaison, negotiation, networking and diplomacy skills - ability to liaise with senior academic and professional staff
- Attention to detail, accuracy

Technical

- Very high written and verbal communication skills and editing capability
- Proficient in the use of the Microsoft Office suite of products
- Basic understanding of measurement and evaluation within internal communication

Other

- Ability to work in a team and independently.
- Dedicated and enthusiastic work ethic

VERIFICATION

This section verifies that the Head of Marcomms or delegated senior officer within the department has read the Job Description and is satisfied that it accurately describes the job role.



Signature and date ...3/9/2018.....

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