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| Title | Advisor, Communications and Stakeholder Relations |
| Reports to | Manager of Media & Communications |
| Location | Level 6, 136 Exhibition Street, Melbourne |
| Status | Permanent, full-time |
| Group | Policy, Strategy and Communications |
| Work hours | Standard week of 37.5 hours with work outside normal office hours and overnight travel required on occasion, based on the requirements of the role. |

About the Victorian Healthcare Association

Since 1938, the Victorian Healthcare Association has been supporting Victoria's publicly funded healthcare providers to respond to system reform, shape policy and advocate on key issues. Now in its 80th year, the VHA proudly represents 96 per cent of the state's public hospitals and community health services.

The VHA has established the Australian Centre for Healthcare Governance to support Australia's health and community sector to improve their clinical and corporate governance. The ACHG assists healthcare boards and executive management teams to fulfil their governance responsibilities by tailoring a governance support program to meet the unique needs of the organisation.

Key responsibilities

- Lead the development of multi-faceted communication strategies and support the implementation of plans for key initiatives of the Victorian Healthcare Association and Australian Centre for Healthcare Governance
- Provide a high level of support for the VHA's stakeholder engagement activity including preparation of briefs, speeches and presentations for the members of the executive management team, informed by active engagement in understanding stakeholder and member needs, interests and issues.
- Coordinate the delivery of high-quality member communications, including newsletters, social media, websites, and undertake measurement of same, ensuring compliance with best practice, policies and guidelines.
- Plan, develop, measure and enhance the VHA's and ACHG's online presence to drive strong stakeholder engagement.
- Build relationships with regional and rural media outlets, identify and prepare content and pitch relevant stories that support the appropriate positioning of the VHA and its members.
- Prepare compelling content for a range of channels and provide proof reading and editorial support to VHA colleagues.

- Provide expert advice on media, stakeholder and communications matters to the Manager of Media and Communications and Director of Policy and Strategy and provide expert communications advice and support to VHA and ACHG personnel.
- Coordinate photography, design and printing including the management of external consultants, and develop and manage the VHA's photographic library.
- Develop and maintain relevant databases, including media contacts.
- Positively and actively contribute to team planning and discussions.
- Maintain effective working relationships with colleagues, members, media, partners and other stakeholders to ensure alignment of work with the strategic priorities and stakeholder engagement activities,

The above list is not exhaustive and the needs of the role may change to meet the objectives of the organisation.

Skills

Essential

- Demonstrated ability to develop and implement effective communication and stakeholder relations strategies and plans.
- Excellent verbal and written communications skills, with exceptional attention to detail.
- Proven ability to build and maintain positive relationships with key internal and external stakeholders.
- Demonstrated capacity to undertake effective research to understand stakeholder issues, needs and concerns.
- Understanding and experience in technical aspects of different digital platforms including CMS, social media, newsletter.
- Well-developed organisational and coordination skills with a demonstrated ability to determine priorities and manage tasks under pressure and to tight deadlines.
- Ability to multi-task, work autonomously under limited supervision and as part of a team.
- A current Victorian driver's license.
- An interest in the public healthcare sector.
- A relevant tertiary qualification in communications, public relations or similar and a minimum of two years work experience in a communications role.

Desirable

- Knowledge of the public health sector or government.

