



Internal Communications Manager (parental leave cover)

Position title: Internal Communications Manager	Classification: HEW 7
Division/Department: Communications and Marketing	Work location: Parkville
Position number: WEHI/DAJH260620	Employment type: Full time 9 month contract
Remuneration range:	Further information: Jaclyn Hoysted - hoysted.j@wehi.edu.au
Position reports to: Joint Head, Communications and Marketing	Closing date:
Positions reporting to this one: None	

Position overview

The Internal Communications Manager is responsible for the development and management of the Walter and Eliza Hall Institute's internal communications activities such that awareness is raised of organisational initiatives and activities with a view to facilitating change and increasing staff and student engagement.

The position is responsible for the continued management of the Institute's intranet, e-newsletter and digital internal communications channels.

In consultation with the Joint Head, Communications and Marketing, and other organisational leaders, the Internal Communications Manager will develop and implement innovative communications strategies for predominantly internal audiences. The position will also identify, develop, manage and exploit new communication opportunities for the benefit of the Institute. The Internal Communications Manager will collaborate with Institute staff to develop content for the intranet and internal communication channels and to develop proposals and implement projects.

Organisational environment

The Walter and Eliza Hall Institute of Medical Research

The Institute is one of Australia's leading biomedical research organisations, with a strong national and international reputation for performing highly influential basic and translational research.

With more than 1,100 staff and students, the Institute is addressing some of the major health challenges of our time, with a focus on cancer, infection, inflammation, immune disorders, development and ageing. We are at the forefront of research innovation, with a strong commitment to excellence and investment in research computing, advanced technologies and developing new medicines and diagnostics. And our researchers are strongly supported by Professional Services teams.

The Institute is organised around five themes; Cancer Research and Treatment; Infection, Inflammation and Immunity; Healthy Development and Ageing; New Medicines and Advanced Technologies and Computational Biology.

This Institute is committed to delivering long term improvements in treating and diagnosing diseases, with many national and international clinical trials underway based on research undertaken at the Institute.

Position description – Internal Communications Manager

The Institute's main laboratories are located in the world-renowned Parkville precinct, a vibrant and collaborative life science research, education and healthcare hub. The Walter and Eliza Hall Institute Biotechnology Centre is located 30 minutes from Parkville at La Trobe University's R&D Park in Bundoora and includes facilities for medicinal chemistry and antibody development and production.

Organisational objectives

Discovery and translation

To make discoveries that shape contemporary scientific thinking, increase understanding and improve prevention, diagnosis and treatment of cancer, immune disorders and infectious diseases.

Education and training

To educate and train world class scientists and to attract, develop and retain the best and brightest workforce.

Organisational culture

To provide a vibrant and inspiring organisational culture that encourages, promotes and rewards excellence, collaboration, innovation, creativity and respect.

Engagement

To engage with our stakeholders to improve outcomes, building support and secure resources for medical research.

Sustainability

To build infrastructure, professional services and funding that sustains our research and maximises the time our scientists can spend making discoveries.

Organisational values

- Pursuit of excellence
- Integrity and mutual respect
- Collaboration and teamwork
- Creativity
- Contribution to society
- Accountability

Key responsibilities

Internal communications policy and strategy

- Develop, implement and evaluate plans, policies and actions for improving the efficiency and effectiveness of the Institute's internal communications
- Provide reports on the effectiveness of internal communications strategies and activities
- Develop, refine and communicate policies, procedures and templates relating to internal communications
- Ensure internal communications comply with the Institute's editorial style guide, web style guide, branding guidelines and best practice accessibility and useability guidelines
- Represent the Institute's internal communications activities at high-level Institute forums and in relevant committees

Leadership

- Deliver a pro-active service and build on and improve service delivery
- Interact with colleagues in a manner that motivates and empowers them and delivers maximally to the institute
- Manage project teams as required

Intranet management

- Manage day-to-day development and maintenance of the Institute's intranet
- Liaise with the Information Technology Services team to develop and improve functionality to ensure content is delivered in an engaging manner
- Deliver the internally-focussed components of Institute communications campaigns
- Liaise with staff and students to update content and align to online publishing best practice
- Manage conversion of Institute content for online publication
- Provide intranet content management system training to staff and students, including accessibility and best practice
- Develop and implement change management processes for informing staff and students of significant changes to the intranet
- Exploit intranet content and meta data to maximise search functionality
- Implement governance processes with senior management consultation
- Manage compliance with branding, accessibility and usability guidelines

Internal communications

- Manage the Institute's internal communication channels
- Develop, implement and evaluate internal communications strategies and engagement activities
- Manage and implement the internal newsletter editorial process
- Deliver organisational change through internal communications and promote staff engagement
- Liaise with Institute leadership to communicate high-level messaging to all staff

Relationship building

- Collaborate with staff and students to develop communication opportunities and outcomes
- Liaise with Institute partners, collaborators and consultants to maximise the Institute's communication capabilities
- Work as part of the Communications and Marketing team

Key selection criteria

Personal qualities

- Highly developed interpersonal, written and oral communication skills with demonstrated ability to write clearly, concisely and appropriately for specific audience groups
- Ability to work within a team environment and take a leadership position when required
- High level of organisational skills with proven ability in setting priorities and operating within set deadlines
- Well-developed analytical and problem solving skills
- Ability to work with people at different levels, negotiate, network and influence

Knowledge and skills

- A tertiary qualification in journalism or communications or substantial background in communications or a related area
- Advanced working experience in the development and delivery of integrated communications strategy and planning

Position description – Internal Communications Manager

- Knowledge of contemporary media and communications mediums and an ability to apply such knowledge to complex issues and a wide audience
- Experience working with content management systems is essential
- Organisation-wide project management and change management experience (desirable)

A safe and sustainable workplace

The Institute is committed to developing a safe and sustainable work place with rigorous risk, compliance and governance systems. As an employee you are expected to:

- Comply with Institute policies, plans and procedures.
- Take reasonable care of your own safety and the safety of others including using Personal Protective Equipment (PPE) and safety devices appropriately.
- Report all risks, hazards, incidents/injuries and near misses.
- Attend and complete training programs as documented in individual training needs matrices, within proposed time frame.
- To the extent of your role responsibilities and obligations proactively contribute to a safe and sustainable workplace.

Diversity

At the Walter and Eliza Hall Institute we embrace diversity amongst our staff and students and know the importance of an inclusive workplace culture to the success of our organisation.

We are actively committed to achieving gender equality across our workforce. The institute has a range of policies and initiatives in place to address under-representation of women at senior levels and to support people with caring responsibilities.

We have a strong commitment to the process of reconciliation and creating meaningful employment and training opportunities for Aboriginal and Torres Strait Islander Peoples.

We encourage applications from people from culturally and linguistically diverse backgrounds, Aboriginal and Torres Strait Islander Peoples, people with a disability, and people from the LGBTQIA+ community.

Privacy notification

The collection and handling of declarations and personal information relevant to your employment will be consistent with the requirements of the *Information Privacy Act 2000*.

Acceptance

I, have read, understood and agree that this position description represents the key duties and responsibilities expected of me while employed in this position. I will also undertake other duties assigned to me from time to time. I understand the Walter and Eliza Hall Institute of Medical Research reserves the right to modify this position description, as required, and I will be consulted when this occurs.

*) *If e-signature is used:*

I consent to providing my electronic signature below in confirmation that I have read, understood and accept the duties and responsibilities described this position description.

Employee Signature: Date:

Supervisor Signature: Date:

Supervisor Name: