

Communication Manager - Senior Officer Grade C

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Company: ACT Health

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Job Description - Communication Manager - Senior Officer Grade C (02HEJ) Job

Description Job Number: Communication Manager - Senior Officer Grade C (Job Number: 02HEJ) Description Employment Type – Temporary, Full Time Position (11 months) Position Number : LP7567 Salary – \$119,595 - \$128,465 (Plus Super) pro rata Location – North Canberra Hospital Bruce, ACT Section – Executive Suite Closing Date – 7 th May 2024 What can we offer you: ● City living without the traffic – click her to see why you should live in Canberra. ● Competitive pay rates and excellent working conditions. ● Salary Packaging with many options that provide full fringe benefits tax concessions. ● Flexible working conditions. About the Hospital: North Canberra Hospital (formerly Calvary Public Hospital Bruce) and Clare Holland House are now run and operated by Canberra Health Services (CHS) This is a significant milestone as the ACT Government moves towards delivering a new billion-dollar hospital on Canberra’s Northside. The current North Canberra Hospital is a level 4 hospital that provides a range of acute and sub-acute services including community based care to the residents of the northside of Canberra and Southern NSW. North Canberra Hospital (NCH) is a 270 public hospital located in Canberra’s expanding northside. North Canberra Hospital operates a 24 hour Emergency Department. Inpatient services include general medicine, surgery, maternity, mental health and critical care. Other service modalities include day surgery, specialist outpatient clinics, Hospital in the Home and the Geriatric Rapid Acute Care Evaluation service that reaches into aged care facilities across the ACT. The new Northside Hospital will be built on the existing Calvary Hospital campus in Bruce. It will be a modern, state-of-the-art hospital for patients, visitors and its workforce and will

provide more beds and increased services. Until then, it's business as usual at the NCH, and we'll keep providing high-quality care to our patients and community. About the role: North Canberra Hospital is committed to ongoing improvement and innovation in healthcare. The Communication Manager will report to the General Manager North Canberra Hospital and will play a key role in fostering effective communication, building relationships, managing reputation and ensuring information is conveyed accurately and appropriately across various channels. Guided by the Whole of Government Communications and Engagement Plan, CHS strategic priorities and North Canberra Hospital operational initiatives, the Communication Manager will facilitate communication across the diverse workforce of clinical, non-clinical, technical and contractors across the North Canberra Hospital, Bruce and Barton campuses. Under limited direction of the General Manager you will develop, deliver, and evaluate best practice communications projects in line with CHS strategic priorities and North Canberra Hospital operational initiatives. You will:

- Manage the development and implementation of communications and engagement strategies for North Canberra Hospital projects, services and initiatives informed by research, audience insights and evaluation.
- Design and deliver engaging written and digital content for North Canberra Hospital projects, services and initiatives in line with CHS Communications Strategy, including generating targeted content for North Canberra Hospital intranet and e-newsletter. Work closely with CHS Communications team to localise wider CHS communication initiatives and strategies.
- Prepare and provide content for CHS social media campaigns.
- Collaborate with stakeholders, subject matter experts and multidisciplinary teams within North Canberra Hospital to proactively drive opportunities to source, design, edit and approve content.
- Monitor, track and prioritise work to effectively and efficiently complete multiple tasks with potentially competing timeframes.
- Provide a local contact point for central CHS team to coordinate media enquiries, including talking points, training, and briefings and events.
- When required, develop and/or manage tools and templates to support the development and implementation of communication strategies.
- Undertake other duties appropriate to this level of classification which contribute to the operation of the organisation.

About you: CHS is committed to workforce diversity and to creating an inclusive workplace. As part of this commitment, we welcome applications from all diversity groups. Aboriginal and Torres Strait Islander peoples, people with disability and people who identify as LGBTQIA+ are particularly encouraged to apply.

Behavioural Capabilities

- Sound organisational skills, including the ability to effectively manage multiple tasks, and determine priorities
- Demonstrated resilience,

adaptability and integrity in response to changing circumstances and successfully managing multiple priorities and demand, in an often sensitive, dynamic, complex and diverse environment. Requirements/Qualifications: Mandatory • Relevant tertiary qualifications and a minimum of 4 years' experience working professionally in Communications, Journalism, Media Studies and/or Public Relations is required. • Comprehensive knowledge and skills in contemporary communications and engagement practices including techniques for creating audience-centric content for different channels. • The successful applicant will need to work flexibly with some after-hours work hours required, with access to flex time if not applicable. • CHS is leading the drive to digitally transform health service delivery in Australia through the implementation of a territory wide Digital Health Record . Computer literacy skills are required which are relevant to this role as you will be responsible for completing required documentation and becoming a proficient user of the Digital Health Record and/or other Information Technology systems; once proficient, you will need to remain current with changes, updates and contingencies. Please note prior to commencement successful candidates will be required to: • Undergo a pre-employment National Police Check. • Comply with Canberra Health Services Occupational Assessment, Screening and Vaccination policy. How to apply: Applications must be submitted through the e-recruitment system; • Applications must include a copy of a current CV and details for at least 2 professional referees • A maximum two page pitch outlining your skills, knowledge, and experience and why you should be considered for this role. You should take into consideration the selection criteria (below) when drafting your response. • Where possible include specific relevant examples of your work. To be eligible for permanent employment within the ACT Public Service you must be an Australian citizen or a permanent resident” What you require: These are the key selection criteria for how you will be assessed in conjunction with your CV and experience. • Demonstrated ability and experience in creating and implementing content that is informed by research, insight, and evaluation. • Excellent written communication skills with experience in writing and editing for a range of publications and channels. • Demonstrated ability to deliver and operate under limited supervision, to exercise initiative and to effectively manage priorities and workloads under pressure and within tight deadlines. • Demonstrated ability to communicate with consumers in a way that support effective partnerships. • Demonstrates understanding of, and adherence to, safety and quality standards, work, health and safety (WH&S) and the positive patient experience. Displays behaviour consistent with CHS's values of reliable, progressive, respectful and kind. If you would like further information regarding this opportunity, please

contact Melissa Davis, melissa.davis@act.gov.au Temporary with the possibility of extension and or permanency

#J-18808-Ljbffr

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