



Australian Academy
of Health and
Medical Sciences

POSITION DESCRIPTION

Job title	Communication and Events Officer
Job type	0.8-1.0 FTE (negotiable with the successful candidate based on their skills, experience and preferences); permanent contract
Location	Sydney or Brisbane (we have offices in both locations)
Reports to	Head of Communication and Media
Salary	\$73,000 – \$80,000 per annum commensurate with skills/experience, plus superannuation and very attractive salary packaging options.

Primary function

The Communication and Events Officer supports delivery and promotion of key Academy events and activities, through which we advance research and innovation in Australia to improve everyone's health.

About AAHMS

The Australian Academy of Health and Medical Sciences is the impartial, authoritative, cross-sector voice of health and medical science in Australia. We are a registered charity.

Our purpose is to advance research and innovation in Australia to improve everyone's health. We do this by providing expert advice to decision-makers, supporting early- and mid-career researchers, and engaging patients and the public. We deliver on this purpose through our five strategic objectives:

- Celebrate and strengthen research
- Influence policy
- Nurture future research leaders
- Build the health-academia-industry interface
- Support Aboriginal and Torres Strait Islander health and wellbeing

Our Fellows sit at the heart of our work. They are Australia's best researchers, who are elected to the Academy because of their outstanding achievements and exceptional contributions to health and medical science in Australia. They come from universities, medical research institutes, health services, industry, charities and the public service. AAHMS currently has 502 Fellows located in all of Australia's States and Territories.

The diversity of talent and expertise among these Fellows generates an independent, authoritative voice that spans the breadth of translational biomedical and clinical research in Australia. The Academy is therefore uniquely positioned to convene cross-sector stakeholders from across Australia to address the most pressing health challenges facing society. We work with the community, industry and governments to tackle those challenges.

The Communication and Events Officer is a new role, created because of the recent success of our events, programs and broader activities. It is therefore an exciting time to join the Academy – to help us shape an expanding range of activities and reach a wider audience. This is a broad-ranging role that will be involved in many aspects of the Academy's work. The successful candidate will join a small, dynamic team based across Sydney and Brisbane.

There is a real opportunity for growth in this role – the right candidate will be given opportunities to take on responsibility for particular projects if they have the capability and capacity to do so.

About our communication and events

AAHMS Events

Our flagship corporate event is our annual conference, which takes place each October and incorporates our:

- Annual scientific meeting.
- Annual General Meeting.
- Gala dinner.
- Annual mentorship workshop.

For information on our 2023 Annual Meeting, visit <https://aahms.org/events/2023-aahms-annual-meeting/>.

We also deliver programs that support early and mid-career researchers as they navigate their way through the various challenges of a research career, including our **Life as a Clinician-Scientist program**, which aims to encourage and inspire medical and health students, junior clinicians and early career researchers to combine a career in research with their clinical practice. We enhanced this program in 2023, with new branding, a fresh approach and more digital materials. We are seeking to build on this further and extend the program's reach: <https://aahms.org/programs/lacs/>.

We also hold state-based networking events for Fellows, working with our State Branch Chairs as another avenue to ensure Fellows have good opportunities to engage with the Academy.

AAHMS Communications

The Academy's communications strategy aims to support and celebrate the health and medical sciences, and the work of our Fellows, across traditional, online and social media. Our communication outputs aid and enhance the work of the rest of the secretariat by helping reach target audiences, promote findings and inform stakeholders.

About the role

Reporting to the Head of Communication and Media, and also working closely with the Program and Events Manager, the Communication and Events Officer will support and coordinate aspects of the Academy's communication outputs and events. With guidance and support from relevant colleagues, the Communication and Events Officer will: support the successful delivery of the Academy's events; help draft and post content across multiple platforms such as social media, websites and newsletters; monitor and analyse analytics; draft and design creative content such as social media graphics, event programs and web banners; and collaborate on executing event and communication plans.

The successful candidate will bring their experience to help deliver these activities, assist us in reaching new audiences and improving participation and reach. The Communication and Events Officer will possess excellent interpersonal skills, exceptional organisation skills and a demonstrated ability to manage competing priorities to meet short- and long-term deadlines. The successful candidate will have meticulous attention to detail and be a team player, who relishes the opportunity to make a positive contribution across different aspects of the Academy's work. They must be comfortable working closely with senior academics and health professionals and will be able to maintain professional relationships with external stakeholders, collaborators and sponsors.

The successful candidate will ideally have gained experience from a previous communications and/or events role and will have an understanding of how such a role might work in a health, scientific or higher education environment.

The role will sometimes require flexible working hours and/or domestic travel, for which advance notice will be provided. The post-holder will need to attend events they are involved in organising, including the annual meeting and Life as a Clinician Scientist events, to provide local onsite support. At present this includes five in-person events per year, though this number may grow.

For more information on our programs and events, please visit our website: www.aahms.org.

Main duties/responsibilities

Communications, marketing and other support duties

- Work with the Academy's Head of Communication and Media to develop and deliver communication and marketing outputs for our activities. This includes working across social media, website, Google analytics, and e-news platforms, and the opportunity to contribute to writing copy.
- Create website, newsletter and social media content to promote the Academy's work.
- Produce and design event collateral, such as programs, sponsorship prospectuses and other printed materials, to meet relevant timelines.
- Undertake design work using software such as Canva and Adobe InDesign, including web banners, social tiles and event programs (templates provided).
- Support the collection and analysis of data and analytics associated with our outputs to help us understand and improve our reach and audience.

Event planning and delivery

- Work with the Programs and Events Manager to plan and coordinate the Annual Meeting and our Life as a Clinician Scientist events. This includes tasks such as liaising with speakers, hotels, venues, caterers and transport companies; producing event materials; setting up online registration/pages and providing other administrative support as needed, to meet relevant timelines.
- Provide operational event support with registration lists, databases, invitations, reminders and confirmations.
- Onsite delivery of events, working with relevant internal and external stakeholders and sponsors in relation to venue set-up, catering, registration and audio-visual.
- Support the organisation of State Branch events, including liaising with venues and caterers and setting up online registration pages.

- Support aspects of the Mentorship Program, including promotion, development of online resources, preparation of meeting papers, organisation of the annual mentorship workshop, and support for our Mentorship Committee.
- Work with colleagues to research, define and develop ways to grow and improve our programs or develop new ones, including by collecting and analysing participant and evaluation data.

Operational support

- Support relevant operational tasks including managing correspondence with Fellows, mentees, speakers, sponsors and participants.
- Provide a high-quality service to the Academy's Fellows, Associate Members and stakeholders, ensuring that all enquiries are handled quickly, efficiently and courteously.

Key Eligibility Criteria

Qualifications and experience	Essential	Desirable
Basic copy writing skills, good knowledge of the English language	X	
Some experience of organising or supporting aspects of events to successful delivery	X	
Familiar with social media platforms and ideally some experience of using them at an organisational level (e.g. Facebook, Instagram, X, LinkedIn)	X	
Demonstrated administrative, organisational and IT skills, and the ability to work independently to manage multiple priorities to meet short- and long-term deadlines	X	
Strong interpersonal and communication skills (both oral and written) and comfortable liaising with stakeholders such as senior scientists and/or health professionals, suppliers and sponsors	X	
Self-motivated, a flexible attitude and a proven ability to contribute positively to the work of a small team	X	
Able to be flexible about working hours and travel within Australia from time to time	X	
Basic skills in design programs and ideally experience of using them to produce outputs (e.g. InDesign, Photoshop, Canva)		X
Basic knowledge of web development (e.g. Wordpress), email distribution programs (e.g. Mailchimp) or online event registration sites (e.g. Eventbrite or Humanitix), and ideally some experience with using them for website maintenance and updating		X
Knowledge and understanding of the principles and ethics of good health/science communication		X

How to apply

Applicants should provide the following:

- Up to date CV with contact details of at least two referees.
- A cover letter of not more than three pages including a statement to explain how the candidate meets the key eligibility criteria.

Applications should be sent via email to recruitment@aaahms.org and **must be received by 9.00am AEDT on Wednesday 6 December 2023.**

For further information on this role, please contact Katie Rowney, Head of Communication and Events at the Australian Academy of Health and Medical Sciences:

Katie.Rowney@aaahms.org.

The Australian Academy of Health and Medical Sciences values social and cultural diversity and is committed to the principles of equal employment opportunity.