

# Position description

Job title	Policy and Communications Officer
Job type	0.8-1.0 FTE (negotiable with the successful candidate based on their skills, experience and preferences); permanent contract
Location	AAHMS office in Brisbane, Sydney or Canberra, with hybrid working an option
Reports to	Director of Policy & Communications and Deputy CEO
Salary	\$75,000 – \$80,000 per annum commensurate with skills/experience, plus superannuation and very attractive salary packaging options

## Primary function

The Policy and Communications Officer supports policy projects and helps promote the Academy's activities, through which we advance research and innovation in Australia to improve everyone's health.

The Policy and Communications Officer plays a key role in developing policy projects and outputs, and in supporting the Academy's communication, marketing and media engagement efforts to enhance visibility, engagement, and stakeholder relationships.

## About the Academy

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 our 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 529 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 Policy and Communications Officer is a new role, added to the Academy's structure during a time of exciting change and evolution. It is therefore an excellent time to join the Academy – to help us shape our 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.

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.

Current policy project topics include:

- Decadal plan to advance women in the health and medical sciences.
- Embedding research in the health system.
- Addressing the impacts of climate change on health.
- Addressing mis and disinformation in health and medicine.
- Addressing childhood obesity.

## About the role

Reporting to Director of Policy & Communications and Deputy CEO, the Policy and Communications Officer will support and coordinate aspects of the Academy's high impact policy projects and communications outputs in relation to key health and medical research issues. The Policy and Communications Officer will contribute to all phases of policy work, from conception and scoping; through to delivery, research and drafting; and onto dissemination and follow-up. Projects include consultation responses, roundtable meetings, workshops/symposia and longer-term projects led by expert working groups. They will also help draft and develop content across platforms such as social media, websites and newsletters; and will support preparation of media releases and associated materials. They will have the opportunity to draft and design creative content such as social media graphics and policy outputs.

The successful candidate will possess excellent interpersonal skills, exceptional organisation skills and a demonstrated ability to manage competing priorities to meet short- and long-term deadlines. They will have knowledge of the Australian health, research and innovation landscape, and will be familiar with issues currently facing the sector. They 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. The postholder 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 policy, communication or media 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.

For more information on our activities, please visit our website: [www.aahms.org](http://www.aahms.org).

## Main duties/responsibilities

### Supporting policy projects and activities

- Coordinate and draft evidence-based policy outputs, including policy reports, meeting reports (e.g. from roundtables/workshops), consultation responses, correspondence, and policy briefs for meetings with key stakeholders, including Government Ministers.
- Undertake research to identify the key issues and gather relevant evidence in relation to policy projects, using this to produce high quality analysis.
- Undertake scoping work on potential future projects, including liaising with Fellows and other experts, and undertaking desk-based research.
- Coordinate aspects of the Academy's policy projects, such as expert working groups, roundtable meetings, workshops/symposia and consultation responses.
- Identify and work with relevant Fellows, stakeholders and other experts in relation to all aspects of Academy policy projects, including by developing and maintaining a good understanding of Fellows' expertise.
- Work with policy colleagues to support the Academy's Policy Advice Committee.

### Communications, marketing and other support duties

- Work with communication and other colleagues to promote the Academy's programs, activities and outputs to relevant audiences.
- Work with the Director of Policy & Communication and Deputy CEO to develop and deliver communication and marketing outputs for our activities, including writing copy.
- Prepare and coordinate media campaigns, including project and report launches.
- Draft outputs such as media releases, speeches, newsletters and web and social media content – including graphics (templates and training provided)
- Assist in the production of Academy publications including proofreading and formatting, maintaining the Academy's brand consistency across publications and digital platforms.
- Act as a secondary point of contact for media inquiries and escalate issues to senior staff as required.

## Operational support

- Provide a high-quality service to the Academy's Fellows, Associate Members and stakeholders, ensuring that all enquiries are handled quickly, efficiently and courteously.
- Support the CEO, Executive and Council with the delivery of key Academy activities and events, such as the annual meeting, and other projects or tasks as directed.

## Key eligibility criteria

Qualifications and experience	Essential	Desirable
Excellent analytical skills and a proven ability to synthesise complex information into coherent outputs	X	
Excellent written and oral communication skills	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	
Knowledge of the health and medical research landscape in Australia and the associated key issues facing the sector	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	
Experience of drafting policy outputs, undertaking policy analysis/research or organising information/evidence gathering meetings, such as roundtables, workshops or symposia.		X
Basic knowledge/experience of one or more of: social media platforms, web development (e.g. Wordpress), email distribution programs (e.g. Mailchimp), or design programs (e.g. InDesign, Photoshop, Canva).		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](mailto:recruitment@aaahms.org) and **must be received by 9.00am AEDT on Monday 31 March 2025.**

For further information on this role, please contact Khaled Chakli, Director of Policy & Communications and Deputy CEO at the Australian Academy of Health and Medical Sciences: [Khaled.Chakli@aaahms.org](mailto:Khaled.Chakli@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.*