

POSITION TITLE:	Communications and Events Officer
PROGRAM AREA:	Communications and Events
POSITION LOCATION:	Melbourne
CLASSIFICATION LEVEL:	6
ADDITIONAL BENEFITS:	Access to PBI salary sacrificing options
EMPLOYMENT STATUS:	Part time - Please note this position is funded up until 30 June 2024 , and past this date the continuation of this role will be subject to funding.
REPORTS TO:	Senior Communications and Events Officer
DIRECT REPORTS:	Nil

ABOUT THE LOWITJA INSTITUTE

Lowitja Institute is Australia's only national Aboriginal and Torres Strait Islander community controlled health research institute, named in honour of our Patron, Dr Lowitja O'Donoghue AC CBE DSG.

It is an Aboriginal and Torres Strait Islander community controlled organisation working for the health and wellbeing of Aboriginal and Torres Strait Islander people through high impact quality research, knowledge exchange, and by supporting a new generation of Aboriginal and Torres Strait Islander health researchers.

Established in January 2010, the Lowitja Institute operates on key principles of Aboriginal and Torres Strait Islander leadership, a broader understanding of health that incorporates wellbeing, and the need for the work to have a clear and positive impact.

The history of the Lowitja Institute dates back to 1997 when the first Cooperative Research Centre (CRC) for Aboriginal and Tropical Health was established. Since then, the Lowitja Institute and the CRC organisations have led a substantial reform agenda in Aboriginal and Torres Strait Islander health research by working with communities, researchers and policymakers, with Aboriginal and Torres Strait Islander people setting the agenda and driving the outcomes.

At the Lowitja Institute our research is built on priorities identified by Aboriginal and Torres Strait Islander people. We aim to produce high impact research, tools and resources that will have positive health outcomes for Australia's First Peoples. To guide this effort the Lowitja Institute has identified five key principles that underpin our approach to research. These are:

1. Beneficence – to act for the benefit of Aboriginal and Torres Strait Islander people in the conduct of our research
2. Leadership by Aboriginal and Torres Strait Islander people
3. Engagement of research end users (Aboriginal and Torres Strait Islander organisations and communities, policymakers, other potential research users)
4. Development of the Aboriginal and Torres Strait Islander research workforce, and

5. Measurement of impact in improving Aboriginal and Torres Strait Islander people's health.

VISION

The Lowitja Institute is a trusted research institute that values Aboriginal and Torres Strait Islander people's health and wellbeing.

PURPOSE

The Lowitja Institute will continue its commitment to pursuing a new generation of solutions that make a real difference to the health and wellbeing of Aboriginal and Torres Strait Islander peoples. We will facilitate knowledge creation and translation that benefits Aboriginal and Torres Strait Islander peoples first and foremost. To do this, we will support Aboriginal and Torres Strait Islander priorities and collective ways of working. We will ensure that our work recognises the strength and agency of Aboriginal and Torres Strait Islander peoples. The knowledge we provide will be culturally, ethically and intellectually rigorous.

In joining the Lowitja Institute, you commit to working respectfully and effectively within an Aboriginal and Torres Strait Islander organisation to make a direct and significant contribution to the health and wellbeing of our peoples.

COMMUNICATIONS AND EVENTS PROGRAM

The Communication and Events team is integral to the Lowitja Institute. Under the direction of the Executive Manager, Communications and Events, this team is responsible in full or in part for the following strategies in the 2019–2023 Strategic Plan:

- ⌚ Redesigning and implementing external relationship structures that reflect Lowitja Institute's reshaped role.
- ⌚ Promoting Lowitja Institute's reshaped role and activities to a broad range of external stakeholders at national and international levels.
- ⌚ Identifying a diverse range of funding sources and secure long-term commitments.
- ⌚ Identifying and developing innovative and commercial Lowitja Institute research products and services that contribute to Aboriginal and Torres Strait Islander health.
- ⌚ Creating an online hub for research leadership development of Aboriginal and Torres Strait Islander health researchers.
- ⌚ Exploring the viability of establishing a research peer networking and support program for Aboriginal and Torres Strait Islander people involved in health research and its relationship to the Lowitja Institute's Membership Framework.

PURPOSE OF THE POSITION

As a key member of the Communications and Events team, the Communications and Events Officer is expected to personally contribute to the shaping and achievement of the annual Lowitja Institutes Business Plan, which contributes to achievement of the Strategic Plan. In addition, the Communications and Events Officer will:

- ⌚ Actively contribute to developing a flourishing team.

- ⊗ Support fellow staff in a team environment to build collegiality and a sense of belongingness within the team – staff will actively participate in team activities and contribute to a flourishing workplace culture that promotes the values of the Lowitja Institute.

Working across the organisation and externally, the Communications Officer will work closely with and under the direction of the Senior Communications and Events Officer to establish and deliver the Lowitja Institute's communications and stakeholder engagement agenda in service of enhancing the health and wellbeing of Aboriginal and Torres Strait Islander peoples.

PRIMARY RESPONSIBILITIES

- ⊗ Build and maintain a high level of knowledge of current and past projects of the Institute to ensure the role can be undertaken with confidence, quality insight and, if required, autonomy.
- ⊗ Assist in the ongoing and effective engagement of external audiences via the Lowitja Institute's digital platforms, such as website and social media channels.
- ⊗ Assist with communications, media, social media and marketing planning in response to the Institute's Strategic and Business plans.
- ⊗ Assist with brand development, brand awareness and promotion.
- ⊗ Assist with various communication and promotional activities required to ensure the success of Lowitja Institute events online and face-to-face.
- ⊗ Assist and support with the administering, planning and deliverables of Lowitja Institute events, including attending partner events when required, and the Lowitja Institute biennial conference.
- ⊗ Assist in the production of research outputs of the Lowitja Institute, as well as other policy, knowledge translation, events, newsletters, internal documents and online material. This activity may include writing, copy-editing and some document layout.
- ⊗ Provide quality assurance on internal documents, such as policies and other material that might be required.
- ⊗ Assist in managing digital platforms such as the website content management system and CRM, and training staff when required.
- ⊗ Other duties as required by the Senior Communications and Events Officer.

SELECTION CRITERIA

Essential

1. Demonstrated knowledge and understanding of matters concerning the health and wellbeing of Aboriginal and Torres Strait Islander peoples as it applies to the Lowitja Institute's core business.
2. Demonstrated experience in supporting a communication and marketing team within a not-for-profit environment.
3. Demonstrated organisational and project-management skills, including the ability to work under pressure to meet tight timelines and achieve deliverables.

4. Demonstrated ability in delivering on successful events in a digital and face-to-face environment.
5. Strong internal and external relationship management skills, including the ability to communicate (written and oral), engage, network, and effectively interact and work with people from diverse backgrounds and various organisations.
6. Is a highly motivated strategic thinker who is skilled at anticipating issues and confident in recommending solutions that result in effective outcomes.
7. Demonstrated ability to work as a team member and follow direction from supervisors.
8. An understanding of cultural safety in an Aboriginal and/or Torres Strait Islander context and how to contribute to a culturally safe environment.
9. Tertiary qualifications in a relevant discipline or significant progress towards a tertiary qualification and/or extensive experience in Criterion 2.
10. The ability to undertake interstate travel if required and work out of hours.
11. Provide a current driver's license and Working with Vulnerable Children check.

APPROVED



Chief Executive Officer

Date: 11 October 2022