



Position Description

<p>ABOUT THE ORGANISATION:</p>	<p>The National Aboriginal Community Controlled Health Organisation (NACCHO) is the national peak body representing 145 Aboriginal Community Controlled Health Services (ACCHSs). ACCHOs deliver comprehensive primary health care to more than half of the Aboriginal and Torres Strait Islander peoples nationally. As an act of self-determination, these services attend to all matters affecting health and wellbeing spanning transformative community empowerment through to individual health treatments and continuity of care.</p> <p>NACCHO’s work is focused on supporting the work of ACCHOs and Aboriginal and Torres Strait Islander people overall through negotiating and advocating with Governments on health care policies and programs and systems reform. These issues range in variety from chronic disease management, preventative health strategies, telehealth, mental health and social and emotional well-being, listing of Medical Benefits Scheme (MBS) to the social and cultural determinants of health.</p> <p>NACCHO’s partnerships with governments and non-government organisations include: The Department of Health, National Disability Insurance Agency, Department of Social Services, National Mental Health Commission, Vision Australia, Royal College of General Practitioners and Gayaa Dhuwi. These partnerships greatly contribute to significantly enhancing the quality and accessibility of health care for Aboriginal and Torres Strait Islander peoples.</p> <p>It is a very interesting and transformative time across the health sector. NACCHO has been driving systems reform in the context of the National Agreement on Closing the Gap and recent budget announcements.</p>
<p>POSITION TITLE:</p>	<p>Senior Media and Communications Advisor</p>
<p>CONDITIONS OF ENGAGEMENT:</p>	<p>This position is being offered on a full-time, fixed-term contract. A temporary secondment arrangement may be considered for the right applicant</p>
<p>LOCATION:</p>	<p>This position is office-based at Level 5, East Building, 2 Constitution Avenue, Canberra City ACT 2601.</p> <p>Travel to other parts of Australia may be required from time to time.</p>
<p>MANAGER:</p>	<p>Director, Communications and Stakeholder Engagement</p>
<p>ABOUT THE ROLE:</p>	<p>The NACCHO Communications Team responds to the Aboriginal Community Controlled Health sector and government policies across a wide range of emerging issues relevant to Aboriginal and Torres Strait Islander health, aging, disability, and</p>

	<p>other social determinants of health and the media. The work is dynamic, innovative, and exciting</p> <p>A critical part of this role is responding to media exposure and requests in a timely and strategic way that further engages and/or promotes our stakeholders, builds a strong narrative, and ensures NACCHO’s stance is clear.</p> <p>The Senior Media and Communications Advisor will also provide proactive management of NACCHO news and media from end to end, including sourcing and pitching news stories across remote, regional and national areas and engaging stakeholders, writing and distributing media releases, and strategic communications planning. This role will include internal communications across our growing program areas.</p> <p>A usual day in this role might see you collaborating with our policy, cancer or communicable diseases team to develop a communications plan, write media releases in response to a change to legislation which we have been advocating for, pitch a story for local Aboriginal Community Controlled Health sector, brief the CEO on key messages for a radio interview, respond to varying types of media exposure, and refining the communication team’s systems and processes.</p>
<p>MAIN DUTIES:</p>	<ul style="list-style-type: none"> • Support the development and implementation of NACCHO’s media plan. • Support the development and implementation of NACCHO’s internal and external communications plans. • Media relations <ul style="list-style-type: none"> - Promote the work of the Aboriginal Community Controlled Health sector. - Manage media issues and risks in consultation with the Director of Communications and the Deputy CEO. - Respond to all media inquiries in a timely manner. - Manage and maintain key working relationships with relevant journalists, writers, and specialist reporters across all channels and mediums. - Compile media coverage reports and monitor media activities to identify issues and future campaigns. • Annual report <ul style="list-style-type: none"> - Coordinate and edit the annual report. • Editorial content <ul style="list-style-type: none"> - Media releases, briefing notes, pitching notes, talking points. - Articles for social and online media. - Briefs and written material from Program Areas. • Provide media advice and support to the executive team and advisors involved in engagement activities.

	<ul style="list-style-type: none"> • Work collaboratively with colleagues in the communications division, staff and Directors to ensure that media and public relations activity is coordinated and aligned. • Assist with the management of a small, dynamic team. <p>Assist with the development of internal communications systems and processes to improve efficiency and usability.</p>
QUALIFICATIONS:	Tertiary qualifications in communications, journalism, public relations, media studies, or related disciplines.
EXPERIENCE:	<ul style="list-style-type: none"> • Extensive experience in media relations as demonstrated in previous roles. • Experience in managing integrated media and/or public relations campaigns and a sound understanding of social media and digital communications trends and strategies. • Sound knowledge of media operations with contacts across print, radio, television, and online; experience in liaising with and pitching to the media and a proven ability to obtain coverage. • High-level oral and written communication, interpersonal, negotiation, analytical and problem-solving skills. • Ability to effectively work under tight deadlines and manage projects independently, prioritising and managing workflow. • Experience using online media databases. • Attention to detail. • Ability to think strategically and analytically. • Demonstrated ability to uphold the principles of cultural safety including an ability to communicate sensitively and effectively with Aboriginal and Torres Strait Islander people. <p>Highly desirable</p> <ul style="list-style-type: none"> • Experience working in Aboriginal and Torres Strait Islander affairs. • Experience working in health communication. • Experience in social and behaviour change communications.
VALUES, BEHAVIOURS AND CAPABILITIES:	<ul style="list-style-type: none"> • Open and transparent communicator. • Proactive self-starter and able to work collaboratively. • Flexible and open to ambiguity. • Excellent interpersonal skills. • Creative thinker. • A keen team player. • Ability to work to short timeframes.

	<ul style="list-style-type: none">• Open and transparent communicator. <p><u>Cultural Awareness</u> Cultural awareness training will be provided by NACCHO, and it is expected that all NACCHO staff develop and continually seek opportunities to improve their knowledge and understanding of Aboriginal and Torres Strait Islander peoples and in particular Community Controlled Health Services.</p> <p><u>Leadership</u> It is expected that all NACCHO staff demonstrate leadership through their behaviour, and their expectations of other's behaviour, to maintain our high standard of service delivery for Aboriginal and Torres Strait Islander peoples.</p>
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