

# ROLE PURPOSE: Regional Communications Officer



## Our Vision

We see a world in which no person is needlessly blind or vision impaired.



## Our Purpose

We are determined to deliver Fred Hollows' vision of preventing blindness and restoring sight.

We work around the world so that no one is left behind, and in Australia we work tirelessly to ensure that Aboriginal and Torres Strait Islander people can always exercise their right to sight and good health.

Our priority is to work with communities to improve their own eye health. We do this through life-changing surgeries and treatments, training doctors and health workers, generating new ideas, and pushing for change at all levels – from local to global.

At The Fred Hollows Foundation we offer a career where your talent and energy will help many see tomorrow.

## How we value your contribution:

### Remuneration package

We aim to provide an overall remuneration package that is attractive and fair. Our global remuneration framework ensures we align to local pay, employment conditions and laws, and we benchmark against the local market to ensure we offer competitive employment conditions that are appropriate to our sector.

### Salary packaging

We qualify as a health promotion charity so the Australian Taxation Office (ATO) allows us to reimburse you for personal expenses without having to pay any income or fringe benefits tax that would normally be payable. These tax concessions are in addition to the income Tax Free Threshold.

### Leave

You will have access to 20 days of paid annual leave each year (pro-rated for part-time employees) and receive 17.5% leave loading when you take annual leave. You will also receive 5 days paid leave between the Christmas and New Year period and other types of leave such as personal (sick or carers') leave, paid parental leave, long service leave and compassionate leave. In addition, we provide culturally significant leave for employees with commitments under Indigenous and other cultural customs, traditional laws or religions.

### Paid parental leave

We provide 14 weeks paid parental leave for primary carers at full pay and 4 weeks paid parental leave for non-primary carers. In addition, upon receipt of notification from the Family Assistance Office, primary carers may access 18 weeks paid parental leave at the statutory rate.

### Performance & development

Our performance and development framework enables you to work closely with your manager to plan, manage, and review your performance throughout the year. This approach also enables you to discuss development opportunities and areas for growth.

### Learning & development

Our approach to learning and development will enable you to have the information, skills and knowledge needed to do your job. We build the capacity of our people and support you with on-the-job experience, coaching and formal learning.

### Leadership

Leadership is a key priority for us. We have customized leadership programs for leaders at all levels that are focused on supporting our people to be inspired, empowered and to make an impact in their work so that together we can achieve our vision.

### Study support

We are proud that so many of our people are tertiary educated and we are committed to supporting tertiary education that is relevant to your work through our global study assistance program. Relevant applications for study support are considered annually, providing financial assistance and study days.

### Recognition

Our recognition program has been designed to recognize and acknowledge our people who live our values of Integrity, Collaboration, Empowerment and Action, in everyday activities. We recognize our people in three ways: Peer-to-peer, manager recognition, as well as length of service.

### Flexible work arrangement

You will have access to flexible work arrangements. We encourage a spirit of mutual flexibility, enabling discussions between you and your manager about maintaining work-life balance.

### Equal Opportunity, Anti-Discrimination and Reasonable Accommodation for Persons with a Disability

We provide equal opportunity in employment to people without discrimination based on personal characteristics, which includes: age, breastfeeding, disability, employment activity, gender identity, marital status, physical features, pregnancy, race etc. Reasonable accommodation can be made to allow persons with disabilities to work safely and productively.

### Health & safety

We are committed to supporting your health, safety and wellbeing. We have worker Health & Safety Representatives in each of our offices to assist in making your workplace safe.

### Employee Assistance Program

You and your family will have access to free external, professional and confidential counselling assistance if you need help with personal, family or employment related matters.

## To work in the Foundation you will:

- Be eligible to work in Australia and other regions where you will be based
- Undergo background check including criminal records and qualifications check
- Undergo working with children check for positions which are identified as working with children.



Role purpose defines the broad accountabilities of the positions, which may change based on organisational need.

Please refer to divisional, team and individual work plans for more specific details

# ROLE PURPOSE

**Role Title:** Regional Communications Officer

**Division:** Public Affairs

**Location:** Sydney, Brisbane, Darwin or Melbourne

**Date:** September 2022

**Employment type:** Full time, permanent contract with flexible work arrangements

**Reports to:** Global Engagement Manager

**Number of direct reports:** 0

**Leadership Band:** Leads self

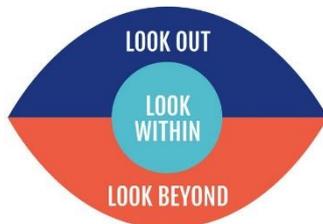
## Purpose of the role:

Working as part of The Fred Hollows Foundation's Public Affairs Team, this role supports The Foundation's Indigenous Australia Program, Social Justice and Regional Engagement and the Pacific region to develop and implement communications and advocacy initiatives and manage stakeholder relationships both internally and externally. It supports the collection, coordination and production of stories for local and national media coverage with The Foundation's broader Communication's Team; and supports the production of high quality internal and external communication products and publications. It also works with the Partnerships team to deliver communications products for our key corporate and government partners to fulfil reporting requirements.

The **Regional Communications Officer** will own the outcomes of:

1. Work with the IAP team to facilitate the collection of patient and beneficiary stories, ensuring appropriate engagement with Aboriginal and Torres Strait Islander communities; adhering to local protocols, obtaining appropriate permissions and liaising with partner organisations.
2. Develop and implement communications strategies to raise awareness of the Indigenous Australia Program, our Social Justice and Regional Engagement priorities and our work in the Pacific and Timor-Leste, ensuring they are delivered on time and on budget, and align with the Indigenous Australia Strategy, Pacific Country Strategies and broader regional Strategies.
3. Identify and engage stakeholders and potential partners through events.
4. Coordinate, support and prepare the IAP and SJRE contribution to board reports, donor reporting, annual reports and support global internal communications, in consultation with the relevant teams.
5. Other tasks as requested by your manager.

## Our Capabilities:



### As a member of The Foundation Family you will:

1. Live by the values of The Foundation and support The Foundation's culture, performance and brand.
2. Adhere to all The Foundation's policies and procedures.
3. Strengthen the health, safety and well-being of all/look out for the well-being.
4. Lead, collaborate and contribute in all interactions.

## Essential Experience:

- Demonstrated experience in a communications role working with Aboriginal and Torres Strait Islander Peoples.
- Demonstrated experience in coordinating events and managing stakeholder engagement.
- High level experience writing in various formats for internal and external audiences.
- Understanding, developing and communicating policy and procedures.
- Strong network of relationships and areas of influences across the Aboriginal and Torres Strait Islander and/or Pacific health or related sectors.

## Desirable Experience:

- Exposure to eye health advocacy
- Previous experience within a not-for-profit organisation.
- Experience in working within a global operating environment.

## Skills:

- Well-developed listening, written and verbal communication skills.
- Relationship management and internal/external stakeholder engagement skills.
- Network of relevant external contacts.
- High level organisational and project management skills.
- Highly developed communication/interpersonal skills with people at all levels, including ability to use tact, diplomacy and persuasiveness.
- Advanced computer skills in Microsoft Office and other relevant software packages (e.g. Power Point etc.).
- Work inclusively and collaboratively across The Foundation.
- Ability to work under pressure and meet tight deadlines.
- Demonstrated cross cultural written and verbal communication skills.

- Demonstrated ability to work effectively in a small team with limited support and respond and easily adjust to changing work demands.

**Essential Requirement:**

*Applicants for this role must be of Aboriginal and/or Torres Strait Islander decent, identify as being Aboriginal and/or Torres Strait Islander and be accepted in the community. The filling of this position is intended to constitute a special/equal opportunity measure under section 8(1) of the Racial Discrimination Act 1975 (Cth), and s 57 of the Anti-Discrimination Act 1996 (NT). The position is therefore only open to Aboriginal or Torres Strait Islander applicants.*

**Qualifications:**

Tertiary qualifications in media or communications related field.

**The position involves:**

This position is recognised as having "Contact with Children" either direct or indirect. This position does involve "Working with Children" either direct or indirect.

**Travel:**

Domestic Travel

**Additional Responsibility:**

Ensure that the work for which they are responsible is carried out in ways, which safeguard the health and safety of workers.