POSITION DESCRIPTION

POSITION TITLE: Senior Engagement and Marketing Coordinator

DIVISION / SECTION: Centre for Primary Health Care Systems – One21seventy

SUPERVISOR: Manager One21seventy

CLASSIFICATION LEVEL: GSL 7

SALARY RANGE: $75,003 - $82,067

STATUS (FTE): Full Time

NO. OF POSITIONS REPORTING DIRECTLY: 0

NO. OF POSITIONS REPORTING INDIRECTLY: 0

SUMMARY OF POSITION:

One21seventy is a program in the Centre for Primary Health Care Systems, a centre within Menzies’ Epidemiology and Health Systems Division. The name ‘One21seventy’ reflects the Centre’s aspiration to increase life expectancy for Indigenous people beyond one in infancy, beyond 21 in children and young adults and beyond 70 in the lifespan. One21seventy works with Aboriginal and Torres Strait Islander primary health care services across Australia to support their use of continuous quality improvement to deliver better health outcomes for Aboriginal and Torres Strait Islander people.

The Senior Engagement and Marketing Coordinator will be responsible for providing a high-level of engagement and support to One21seventy stakeholders and Aboriginal and Torres Strait Islander community and contribute to the development and implementation of the One21seventy marketing and communication strategy.

PRIMARY RESPONSIBILITIES:

1. Engage with a range of relevant stakeholders across Australia, including community-controlled, government health services, general practice organisations and other organisations in remote, regional and urban locations, to promote the uptake and effective use of One21seventy CQI tools and services.
2. Develop and maintain effective relationships with Aboriginal and Torres Strait Islander community, government and non-government organisations to encourage engagement with One21seventy.
3. Work to ensure synergies between One21seventy and various other initiatives, including in General Practice, Closing the Gap programs, Primary Health Networks and other emerging initiatives.
4. Provide expert knowledge on Aboriginal and Torres Strait Islander culture and protocols within the One21seventy and associated teams.
5. Manage and provide assessment of Aboriginal and Torres Strait Islander community priorities to inform the One21seventy work program.
6. Take primary responsibility for maintaining the One21seventy stakeholder data base, internal communication systems and promotional materials.
7. Support the One21seventy manager in ensuring high quality client support and efficient operation of One21seventy CQI programs.
8. Assist with and contribute a high level of knowledge in engagement with a variety of mainstream General Practices, Closing the Gap programs specifically health related and the Primary Health Networks.
9. Assist the One21seventy Manager to implement One21seventy engagement, communication.
and marketing strategic plan.
10. Attend and contribute to relevant national conference, forums, seminars and to assist Manager with raising the national profile of One21seventy.
11. Any other tasks as reasonably required by the One21seventy Manager and/or Director.

SELECTION CRITERIA:

Essential:

1. Extensive experience and management expertise in Aboriginal and Torres Strait Islander engagement, maintaining relationships and establishing partnerships with an understanding of culture and protocols.
2. Demonstrated high level of advice and experience in engagement and collaborative work with key stakeholders e.g. GP’s, Medicare Locals/Primary Healthcare Networks.
3. Excellent interpersonal, communication and liaison skills including the ability to effectively liaise with Aboriginal and Torres Strait Islander people
4. Demonstrated high-level administration experience in communication, marketing, sales and knowledge and experience in use of electronic media.
5. High-level organisational skills with the ability to effectively manage time; prioritise work and attention to detail.
6. Demonstrated ability to work independently and as a team player who promotes a supportive and cohesive environment.
7. Willingness and ability to travel as well as the flexibility and ability to work outside normal hours when required.
8. An understanding and awareness of relevant Workplace Health and Safety as well as Equal Opportunity principles and legislation along with a commitment to maintaining a healthy and safe workplace for all Menzies staff, students, volunteers and visitors.

Approval:

Sarah Kanai
Manager, One21seventy
Signature
Date

Gail Garvey
Division Head
Signature
Date
## GSL 7

<table>
<thead>
<tr>
<th>PACKAGE COMPONENT</th>
<th>Minimum Value GSL 7/1 ($)</th>
<th>Maximum Value GSL 7/4 ($)</th>
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<tbody>
<tr>
<td><strong>Gross Salary</strong> (position advertised as General Staff Level 7)</td>
<td>$ 75,033.00</td>
<td>$ 82,067.00</td>
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<tr>
<td><strong>Superannuation</strong> (14% superannuation contribution depends on employee contributing 3% of pre tax salary)</td>
<td>$ 10,504.62</td>
<td>$ 11,489.38</td>
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<td><strong>Salary Packaging Grossed Up</strong> (Based on utilising the full $16,040 salary packaging component plus the $5000 Meal Entertainment Card.)</td>
<td>$ 11,114.50</td>
<td>$ 11,273.28</td>
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<td><strong>Leave Loading</strong> (Payable on the first occasion that an employee takes annual leave after the completion of a full 12 months accrual)</td>
<td>$ 1,484.00</td>
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<td><strong>Total Salary Package</strong></td>
<td>$ 98,136.12</td>
<td>$ 106,313.66</td>
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