

Position Description

Position title:	Communications Advisor, Research
Department:	Communications
Classification:	Administrative Officer Grade 6 Level 1 – 5 (AO61-AO65)
Agreement:	Health and Allied Services, Managers and Administrative Workers (Victorian Public Sector) (Single Interested Employers) Enterprise Agreement 2025-2027
Reporting to:	Communications Manager, Special Projects

About us

Located in Melbourne on the traditional lands of the Wurundjeri people of the Kulin Nation, the Royal Women's Hospital is Australia's first and leading specialist hospital for women and newborns. We offer expertise in maternity services, neonatal care, gynaecology, assisted reproduction, women's health and cancer services. We advocate for women's health in areas that have long been overlooked or stigmatised, including abortion, endometriosis, family violence, female genital mutilation, menopause, women's mental health, sexual assault and substance use in pregnancy.

Our vision, values and declaration

The Women's vision, values and declaration reflect our promise to our patients and consumers, and articulate our culture and commitment to our community and each other.

Our vision is '**Creating healthier futures for women and babies**'. Our values are:



Courage



Passion



Discovery



Respect

The Women's declaration reflects the principles and philosophies fundamental to our hospital, our people and our culture.

- **We are committed to the social model of health**
- **We care for women from all walks of life**
- **We recognise that sex and gender affect health and healthcare**
- **We are a voice for women's health**
- **We seek to achieve health equity**

Our commitment to inclusion

The Women's is committed to creating and maintaining a diverse and inclusive environment which enhances staff and consumer wellbeing, and nurtures a sense of belonging. We strongly encourage anyone identifying as Aboriginal and/or Torres Strait Islander to join us. We offer a range of programs and services to support First Nations employees. We invite people with

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disability to work with us, and we welcome anyone who identifies as linguistically, culturally and/or gender diverse, people from the LGBTQIA+ community and people of any age.

About the department/unit

The Communications team is responsible for internal and external communications activities, strategies and channels, as well as media, content creation, corporate publications, branding and social media. The overall focus of the department is on enhancing the Women's brand and reputation, supporting the organisation in achieving its business, advocacy and strategic goals, and building engagement, awareness and trust with a broad range of stakeholders.

Position purpose

The Communications Advisor, Research will support the implementation of the Women's Research Communications Strategy, helping to elevate the profile, visibility and impact of research across the organisation.

The role works in close partnership with the Women's Media Advisor and other Communications team members to support an integrated approach to research communications, media engagement, digital content, and stakeholder storytelling.

Key responsibilities

- Lead the implementation and continuous improvement of the Research Communications Strategy, providing specialist communications expertise and advice to support organisational research priorities and enhance the profile, reputation and impact of research at the Women's.
- Provide expert communications advice to researchers, research leaders and executive stakeholders on communication opportunities, reputational considerations, audience engagement and research translation activities.
- Proactively identify, assess and prioritise opportunities to showcase research achievements, collaborations, outcomes and impact, exercising independent judgement to maximise strategic and reputational benefit.
- Lead and produce engaging content including researcher profiles, feature articles, website content, newsletters, publications, campaigns and other communication materials.
- Translate complex scientific and research information into accessible, audience-focused content that demonstrates impact on healthcare, policy and community outcomes.
- Coordinate and maintain research-related digital content, identifying opportunities to improve user experience, accessibility, discoverability and engagement.
- Lead the planning, delivery and evaluation of integrated communication plans, campaigns, and activities that promote research initiatives, events, publications, milestones and achievements.
- Monitor, analyse and interpret research communication performance, using data and provide recommendations to stakeholders and implement improvements to the communication strategy and activities
- Build and maintain effective relationships across internal and external stakeholder groups to support shared research communications objectives.

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- Work effectively and collaboratively as a member of the Communications team, provide support and advice to colleagues and help to build a team culture of collaboration, respect and innovation.
- Other duties as required.

Key Performance Indicators (KPI's)

KPI's are how you will be measured as meeting the responsibilities of the position. These will be set with you as part of your Performance Development Plan within the first six months of your appointment to the position.

Key selection criteria

Experience/qualifications/attributes

Essential:

To be considered for this role you must address the following criteria citing relevant examples:

- Demonstrated specialist experience in communications, public affairs, digital content or related fields.
- Proven experience leading communications projects, campaigns or initiatives from planning through to evaluation, with accountability for outcomes and delivery.
- Exceptional writing, editing and storytelling skills, with a strong ability to tailor content for different audiences.
- Experience developing and maintaining website content using content management systems.
- Proven ability to work collaboratively within a multidisciplinary communications environment and build productive relationships with internal stakeholders
- Highly developed stakeholder engagement skills, with demonstrated success working with researchers, academics and senior stakeholders.
- Proven capacity to think creatively, explore innovative approaches and leverage emerging platforms and technologies to enhance organisational reputation, engagement and visibility, including strengthening and elevating the research profile of the Women's.
- Strong organisational skills, with the ability to manage multiple priorities.
- Ability to work independently while contributing effectively to a collaborative team environment.

Desirable:

- Experience working in healthcare, medical research, higher education or a related sector.
- Knowledge of research communications, research translation or science communication principles.
- Familiarity with website analytics, SEO and digital content best practice.
- Experience supporting strategy implementation or organisational projects.

Organisational relationships

Internal relationships

- Reports to the Communications Manager, Special Projects
- Works closely with the Communications team
- Works closely with: Research teams, clinicians, and professional staff.

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External relationships

- External suppliers and vendors
- Precinct partners

Inherent requirements

Inherent requirements are the essential tasks and activities that must be carried out in order to perform this role, including with adjustments. The Women's is committed to providing workplace adjustments that support all people to work with us. We welcome you to discuss any adjustments with the manager of this role during the recruitment process or at any time during your employment, as we acknowledge and understand circumstances can change. You can also request a copy of our workplace adjustments procedure for more information.

Physical demands	Frequency
Shift work – rotation of shifts – day, afternoon and night	Not Applicable
Sitting – remaining in a seated position to complete tasks	Frequent
Standing – remaining standing without moving about to perform tasks	Occasional
Walking – floor type even, vinyl, carpet,	Frequent
Lean forward/forward flexion from waist to complete tasks	Occasional
Trunk twisting – turning from the waist to complete tasks	Occasional
Kneeling – remaining in a kneeling position to complete tasks	Rare
Squatting/crouching – adopting these postures to complete tasks	Rare
Leg/foot movement to operate equipment	Not Applicable
Climbing stairs/ladders – ascending and descending stairs, ladders, steps	Rare
Lifting/carrying – light lifting and carrying less than 5 kilos	Not Applicable
– Moderate lifting and carrying 5 – 10 kilos	Not Applicable
– Heavy lifting and carrying – 10 – 20 kilos.	Not Applicable
Push/pull of equipment/furniture – light push/pull forces less than 10 kg	Not Applicable
– moderate push / pull forces 10 – 20 kg	Not Applicable
– heavy push / pull forces over 20 kg	Not Applicable
Reaching – arm fully extended forward or raised above shoulder	Rare
Head/neck postures – holding head in a position other than neutral (facing forward)	Rare
Sequential repetitive actions in short period of time	Rare
– Repetitive flexion and extension of hands wrists and arms	Rare
– Gripping, holding, twisting, clasping with fingers/hands	Rare
Driving – operating any motor-powered vehicle with a valid Victorian driver's license.	Not Applicable
Sensory demands	Frequency
Sight – use of sight is integral to most tasks completed each shift	Frequent
Hearing – use of hearing is an integral part of work performance	Frequent
Touch – use of touch is integral to most tasks completed each shift	Rare
Psychosocial demands	Frequency
Observation skills – assessing/reviewing patients in/outpatients	Not Applicable
Problem solving issues associated with clinical and non-clinical care	Frequent
Dealing with aggressive and uncooperative people	Not Applicable
Dealing with unpredictable behaviour	Not Applicable
Job demands – high workload, tight deadlines, and competing priorities	Not Applicable
Exposure to traumatic or distressing content or situations – including handling sensitive information arising from patient records, patient care activities, incident reports, adverse events, or investigations of adverse events.	Not Applicable
Role specific considerations Support is available for staff exposed to psychological risks. Any adjustments that may be required can be discussed with your manager.	
Definitions used to quantify frequency of tasks/demands as above	
Prolonged/constant	70 – 100 % of time in the position

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Frequent	31 – 69 % of time in the position
Occasional	16 – 30% of time in the position
Rare	1 – 15% of time in the position
Not applicable	0% of time in the position

Employee awareness and responsibilities

- Employees are required to be aware of, and work in accordance with, hospital policies and procedures.
- Employees are required to identify and report incidents, potential for error and near misses, to improve knowledge systems and processes and create a safe environment for staff and patients.
- Employees agree to provide evidence of a valid employment Working with Children Check and provide complete details for the Women's to undertake a Nationally Coordinated Criminal History Check (NCCHC).
- Our vision is a future free from violence and discrimination in which healthy, respectful relationships are the norm. The Women's expects all staff to contribute to a culture that promotes and supports diversity, equity, respect and inclusion.
- The Women's provides pregnancy termination services as part of its public health responsibility to provide safe health care to women.
- We are committed to the safety, wellbeing and empowerment of all children and young people. We prioritise an environment where children are protected and heard. We commit to safeguarding the social and emotional wellbeing of First Nations children, understanding that their connection to country, culture, kin and community is critical to their safety.

Vaccination requirements

As this role has limited direct physical contact with patients and clinical environments, employees are required to be vaccinated against or demonstrate immunity to influenza, COVID-19, whooping cough (pertussis), chicken pox and MMR (measles, mumps, rubella).

Employment with the Women's is conditional upon the provision of satisfactory evidence of vaccination and/or screening, and we may withdraw an offer of employment if the required evidence is not provided at least five business days prior to the intended start date.

Declaration

By accepting this position description electronically, I confirm I have read, understood and agreed to abide by the responsibilities and accountabilities outlined.

Developed date: August 2026

Developed by: Internal Communications Manager

Date of next review: August 2027

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