



The Royal
Melbourne
Hospital

Advancing health for everyone, everyday.

Could this be you?

Join The Royal
Melbourne
Hospital Team



Position Description

Communications Coordinator



Position Description

Position Title:	Communications Coordinator
Service:	Communications
Location:	The RMH Elizabeth Street
Reports To:	Head, Communications and Public Affairs
Enterprise Agreement:	Victorian Public Health Sector (Health and Allied Services, Managers and Administrative Workers) Single Interest Enterprise Agreement 2025 –2027
Classification:	HS2
Employment Status:	Contract
Immunisation Risk Category:	Category C July
Date of Review:	2026

POSITION SUMMARY

Are you passionate about telling terrific stories, developing engaging content, and working in a fast-paced environment? The Royal Melbourne Hospital is looking for a passionate Communications Coordinator to contribute to a raft of important communications activities across several key functions, such as media management, events management, social media development and strategy, videography, internal communications, and strategic communications.

This is an exciting role for an individual to build on their emerging skills and interest, gaining exposure to a number of important activities within a Communications function. While technical expertise and relevant experience is advantageous, we're looking for someone who is open trying anything and everything and developing important skills along the way. The successful candidate will be someone who is curious, self-motivated, excited to learn, kind, and innovative.

The fast-moving nature of our Communications team means this role will need to be ready to pitch in and assist their colleagues. You may participate in a seven-day, on-call media roster (usually every five weeks, 6am – 10pm) and share responsibility for the management of regular media queries. There is also a requirement to support each other across major events, whether they are internal or external, and also be available after business hours and on weekends to support events and media announcements, where required.

We work hard to foster a strong team environment within our Communications function with weekday content huddles, strong idea sharing and the opportunity for everyone to have their voice. We're a small team with a big opportunity to make a positive impact on our workforce by showcasing our people and services to our community.



KEY ACCOUNTABILITIES

- Contribute to the social media content across the Royal Melbourne Hospital’s Facebook, Instagram and YouTube channels
- Produce excellent written content for a range of audiences
- Produce content and copy for the Royal Melbourne Hospital’s external website and internal intranet
- Adherence to WCAG accessibility principles and Royal Melbourne Hospital branding, in line with best practice
- Support requests to update and maintain digital
- Monitor and evaluate the success of content, digital and elsewhere
- Work with fellow members of Communications to implement new and innovative digital strategies
- Take reasonable care for your safety and wellbeing and that of others
- Work collaboratively with colleagues across all RMH teams.
- Speak up for safety, our values and wellbeing.
- Respect that the RMH is a smoke-free environment.
- Work in your scope of practice and seek help where required.
- Work in partnership with consumers, patients and where applicable carers and families.
- Design and pitch content ideas across key channels
- Continue to learn through mandatory training and other learning activities.
- Seek feedback on your work including participation in annual performance discussion.
- Speak up for safety, our values and wellbeing.
- Prioritise wellbeing and ensure safe work practices are developed and adhered to in their area.
- Respect that the RMH is a smoke-free environment.
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KEY RELATIONSHIPS

Internal

- RMH employees
- Executive

External

- Victorian community
- Department of Health
- Melbourne Biomedical Precinct
- Victorian public health services

KEY SELECTION CRITERIA

- Formal Qualifications
- Relevant qualifications in communications, media, digital media or similar

Essential:

- Commitment to live the Melbourne Way - putting people first, leading with kindness and achieving excellence together.
- Experience producing engaging content for digital media and/or managing an online environment
- Understanding of technical aspects of different media content platforms, metrics and tracking tools



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- Strong copywriting and editing skills, including an understanding of WCAG accessibility
 - Video-editing skills and proficiency with, preferably with Adobe Premiere Pro
 - Ability to work in a team, fostering meaningful relationships with a diverse set of stakeholders
 - Strong interpersonal skills to manage competing priorities and ability to work to deadline

 - Working with Children's Check, Police Check & Immunisation Check

 - **Desirable:**
 - A keen eye for newsworthy content and storytelling
 - Strong interpersonal skills to forge meaningful relationships and develop rapport
 - Proficiency in the Adobe Creative Suite
 - Experience using content management systems and Meta Business Suite
 - A creative, 'out-of-the-box' thinker who can support projects with a digital approach
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KEY PERFORMANCE INDICATORS

Your performance will be measured through your successful:

- Demonstration of RMH values
 - Achievement of portfolio specific KPI targets, including ability to problem-solve and create engaging content
 - Participation in and satisfactory feedback through the annual performance review process
 - Ability to maintain a safe working environment and ensure compliance with legislative requirements
 - Ability to build meaningful relationships with diverse set of stakeholders
 - Development and execution of engaging content across identified areas
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AT THE RMH WE:

- Aim to provide a working environment that is safe and without risk to the health, safety and wellbeing of all employees, patients and consumers, and visitors.
 - Speak up for patient, consumer, colleague and visitor safety, escalating issues if required.
 - Deliver Safe, Timely, Effective, Person-centred Care (STEP) in line with our clinical governance framework.
 - Are an equal opportunity employer, committed to providing a work environment free of harassment and discrimination. We promote diversity and inclusion in the workplace.
 - Work in accordance with relevant policies, procedures, standards and legislation including those related to clinical or competency requirements, risk management, discrimination, equal opportunity and health safety and wellbeing.
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