



**The Royal  
Melbourne  
Hospital**

# Advancing health for everyone, every day.

**Could this be you?**

**Join the Royal  
Melbourne  
Hospital team**



**Position Description**

**Internal Communications Advisor**

Our reputation for caring for all Melburnians is as essential to who we are as any scientific breakthrough we make. We're here when it matters most, and we'll continue to be the first to speak out for our diverse community's wellbeing.

**Advancing health for everyone, every day.**

True excellence is only possible when we work as one Royal Melbourne Hospital community. Through collaboration, we set the highest of standards and achieve our goals.

1. Be a great place to work and a great place to receive care
2. Grow our Home First approach
3. Realise the potential of the Melbourne Biomedical Precinct
4. Become a digital health service
5. Strive for sustainability

|                                    |   |
|------------------------------------|---|
| <b>Position Title:</b>             | Internal Communications Advisor   |
| <b>Service:</b>                    | Communications  |
| <b>Location:</b>                   | The Royal Melbourne Hospital – Elizabeth St   |
| <b>Reports To:</b>                 | Internal Communications Manager   |
| <b>Enterprise Agreement:</b>       | 3. Health and Allied Services, Managers and Administrative Workers (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement 2021-2025 |
| <b>Classification:</b>             | HS4   |
| <b>Employment Status:</b>          | Fixed term – fulltime until March 2027  |
| <b>Immunisation Risk Category:</b> | Category C  |
| <b>Date of Review:</b>             | December 2026   |

You will have relevant qualifications in marketing, PR, journalism or communications and three to four years' experience within the communications sector. We are looking for just the right person who wants to take the next step in their career to create content for a variety of communications channels to inform and engage our people - internally and externally - and work with a fantastic team.

We work hard to foster a strong team environment within Communications, including 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 and showcase our people and services to our community.

- Speak up for safety, our values and wellbeing
- Lead, plan, develop and deliver internal communications campaigns and content, for key strategic and operational projects, across various mediums and channels
- Work with fellow members of the Communications team to implement new and innovative ways of promoting our health service across internal channels
- Build relationships and seek good news stories from the business. Pitch story and campaign ideas at team meetings that can be amplified across internal and external channels
- Participate in a Communications team on-call media roster and assist in responding to media and other enquiries, when required
- Take reasonable care for your safety and wellbeing and that of others.
- Work in your scope of practice and seek help where required.
- Work in partnership with consumers, patients and where applicable carers and families.
- Work collaboratively with colleagues across all RMH teams.
- 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.

## Internal

- The RMH Executive
- People and Culture
- The RMH employees

- Victorian Department of Health
- Melbourne Biomedical Precinct, including the Royal Women's Hospital and Peter MacCallum Cancer Centre

- Relevant qualifications in communications, journalism, marketing or public relations

### Essential:

- Commitment to live the Melbourne Way - putting people first, leading with kindness and achieving excellence together.
- Three to four years' experience working in a communications role
- A track-record of developing and implementing communications strategies
- A track-record of curating, developing and repurposing engaging and audience-specific content for various communications channels and audiences
- Outstanding copywriting and editing skills
- Working knowledge of current social media and digital communication tools, rules, processes and procedures
- A proven ability to translate technical projects into strong, engaging communications that support organisational change
- A proven ability to plan and organise your own work to meet deadlines
- A proven ability to work with project stakeholders to deliver clear, strategic communications and advice
- A willingness to work as a team
- Working with Children Check

**Desirable:**

- Video editing, graphic design and brand knowledge, including use of Adobe Premiere Pro, Adobe Photoshop and Canva
- Office365 experience, particularly using SharePoint
- Ability to build online communities and familiarity with internal social enterprise platforms
- Media relations experience

## KEY PERFORMANCE INDICATORS

Your performance will be measured through your successful:

- Demonstration of the RMH values: people first, lead with kindness and excellence together
- Achievement of portfolio-specific strategic goals and priorities
- Assisting staff with problems, and recommend action to be taken
- Liaising with staff up to department head to obtain and present information
- Fostering of stakeholder relationships
- Participation in and satisfactory feedback through the annual performance review process
- Ability to maintain a safe working environment and ensure compliance with legislative requirements
- Quality and completion of communications advice and strategies
- Self-management to ensure activities are carried out efficiently and effectively

- 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.

I acknowledge and accept that this position description represents the duties, responsibilities and accountabilities that are expected of me in my employment in the position. I understand that the RMH reserves the right to modify position descriptions as required, however I will be consulted when this occurs.

Employee Name (please print)

/ / /

Date