

Position title: HTSA Consumer & Community Engagement Lead

Appointment: Ideally to be a full-time position (1 FTE) but part-time (0.8FTE) would be considered. Flexible working days/hours are available.

This appointment is initially for a 12-month period.
The South Australian Health & Medical Research Institute (SAHMRI) is the hosting partner institution for Health Translation SA and the employer of this position

Location: Health Translation SA – Level 8, SAHMRI, North Terrace, Adelaide, South Australia

Position reports to: Executive Director, Health Translation SA

PURPOSE AND SCOPE OF THE POSITION

Health Translation SA (HTSA) is South Australia's National Health and Medical Research Council (NHMRC) accredited Research Translation Centre (RTC), working across the SA health and medical research ecosystem, supported by nine committed and active local partner organisations. HTSA's primary aim is to improve health outcomes in South Australia by accelerating the translation of research evidence into policy and practice. HTSA is one of fourteen Research Translation Centres nationally and is a member of the Australian Health Research Alliance (AHRA).

The HTSA Consumer & Community Engagement Lead is responsible for nurturing and strengthening HTSA's engagement across the South Australian health and medical research ecosystem, with a particular focus on consumer and community members/bodies, health services and health/medical researchers.

The role will lead the development and implementation of an integrated *HTSA Engagement and Communications Plan*, ensuring partners and stakeholders are informed, connected and meaningfully engaged with HTSA's aims and activities. A core responsibility of this role is to lead the delivery of *HTSA's Consumer and Community Involvement in Research Strategy (CCIR)*, which enacts CCIR-specific priorities and initiatives.

Working closely with the HTSA team, the role also provides organisation-wide oversight of communications that promote HTSA's work and support strategic activities and partnerships, and requires strong writing skills, visual literacy, and an ability to coordinate inputs from internal stakeholders and external contractors.

KEY RESPONSIBILITIES

HTSA Consumer and Community Involvement in Research

- Lead the development, implementation and ongoing refinement of *HTSA's CCIR Strategy* as a key operational plan aligned to the *HTSA Engagement and Communications Plan*.
- Support the HTSA CCI Action Group, bringing together representatives from HTSA's partner organisations, consumer and community members.
- Support the South Australian health and medical research ecosystem to build CCI capability through advice, guidance and collaboration, including providing support to research teams on CCI-related grant requirements.
- Work closely with the **HTSA Capacity Building Lead** to design and deliver CCI training and capacity-building activities for researchers, clinicians, consumer support roles and community members, including in-person and online introductory sessions.
- Maintain and develop practical CCI resources, including the Community Interest Register and CCI Toolkit.
- Contribute to national CCI initiatives through AHRA and RTC networks.

HTSA Engagement and Communications

- Lead the development and implementation of the *HTSA Engagement and Communications Plan*, ensuring partners and stakeholders are informed about and proactively engaged with HTSA's aims and activities.
- Lead and strengthen engagement with HTSA partners, health services, clinicians, researchers, consumers and community stakeholders, looking for opportunities for collaboration to improve to research translation capabilities.
- Strengthen engagement at the research–health service interface, supporting understanding of health system priorities, implementation barriers and service needs.
- Provide strategic advice and insights across the team on collaborative engagement opportunities, risks and emerging system needs.
- Represent HTSA at relevant external meetings, forums and events, including presenting or participating in panel discussions.
- Work collaboratively with communications teams across HTSA Partner organisations to support coordinated messaging and promotion of HTSA's role, activities and impact.
- Coordinate communications across HTSA programs, projects and events, working collaboratively with the HTSA team.
- Work closely with the **HTSA Business Operations Manager** to:
 - Improve the effectiveness of HTSA's communication channels, drawing on subject-matter expertise from across the HTSA team.
 - Coordinate relationships and work requests with external media and communications contractors.
 - Support management of HTSA's corporate image and brand and ensure internal and external communications are in line with HTSA's Brand Guidelines.

General Responsibilities

- Maintain positive and professional relationships with HTSA Partners and key stakeholders.
- Contribute to continuous improvement of HTSA systems, processes and ways of working.
- Take reasonable care to protect their own health, safety and welfare at work and avoid affecting the health and safety of any other person at work
- As the HTSA Team is hosted and employed through SAHMRI this position is expected to:
 - Participate in the implementation of SAHMRI's Work, Health and Safety Management System and related laws, regulations, and guidelines
 - Ensure that duties are performed in keeping with the principles outlined in SAHMRI's Vision, Mission and Values and the Code of Conduct Policy
 - Support SAHMRI's commitment to reconciliation and acknowledge the importance of working in partnership with Aboriginal and Torres Strait Islander Peoples.

Other

- Some out-of-hours work may be required

PERSON SPECIFICATION

Qualifications (highly desirable)

- A tertiary qualification in a health, research-related, community engagement or communications field and/or
- Project management qualification or relevant experience in project/program management.

Experience, knowledge and skills

- Demonstrated knowledge and/or experience in engagement, CCI, health service engagement and/or health communications roles.
- Experience working within or alongside health services and health and medical research environments.
- Strong understanding of consumer and community involvement in research principles and practice.
- Highly developed written and verbal communication skills, including the ability to translate complex information clearly.
- Experience delivering training and capacity-building activities.
- Strong relationship-building, facilitation and stakeholder management skills.
- Well-developed planning and organisational skills, with the ability to manage multiple priorities.
- Ability to work independently while contributing effectively within a small, collaborative team.
- Experience using a range of digital communication platforms and tools
- Demonstrated alignment with the following SAHMRI Values and Culture:
 - Excellence – Bold, Driven, Dynamic
 - Innovation – Persistent and Focused
 - Courage – Collaborative and Enabling
 - Integrity – Embrace Diversity, Demand Equity
 - Teamwork – Friendly, Fast, Flexible, Fun