

## POSITION DESCRIPTION

### POSITION DETAILS

<b>POSITION TITLE</b>	Communications Manager
<b>EMPLOYMENT TYPE</b>	Part-time 15 hours per week (0.4FTE)
<b>TERM OF APPOINTMENT</b>	Permanent ongoing
<b>REMUNERATION</b>	Commensurate with skills and experience

### PRIMARY FUNCTION

Manage the Society's communications channels to inform members, promote the Society's activities and strengthen collegiality among members.

### POSITION CONTEXT

The Cardiac Society of Australia and New Zealand (CSANZ) is the professional body for cardiologists and those working in the area of cardiology including researchers, scientists, cardiovascular nurses, allied health professionals and other healthcare workers. The Society is the chief advocacy group for the profession and aims to facilitate training, professional development and improve medical practice to enhance the quality of care for patients with cardiovascular disease.

The Communications Manager works closely and collaboratively with CSANZ staff and members to deliver high-quality communications to achieve the Society's strategic objectives.

### KEY ACTIVITIES AND ACCOUNTABILITIES

### FREQUENCY

<ul style="list-style-type: none"> <li>• Develop, deliver and evaluate a communications strategy that supports CSANZ's strategic priorities.</li> <li>• Manage the Society's communications and communication channels including newsletters, EDMs, website and social media.</li> <li>• Research and write engaging content for all communications and ensure the accurate and timely delivery to the highest quality.</li> <li>• Manage communication campaigns to promote CSANZ scientific meetings and other strategic programs and projects, in collaboration with relevant craft groups, stakeholders and partners.</li> <li>• Keep up to date with developments in cardiovascular health, research opportunities and other issues of interest to CSANZ members.</li> <li>• Identify new and effective digital engagement strategies and platforms to ensure the delivery of timely, consistent and accurate high-quality content.</li> <li>• Develop and implement communications policies for the organisation.</li> <li>• Other duties as required in accordance with key accountabilities and scope of the position.</li> </ul>	Ongoing
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### MANAGEMENT DATA

REPORTS TO:	CSANZ Executive Officer
2 UP REPORT:	CSANZ President
DIRECT REPORTS:	NIL
INDIRECT REPORTS:	NIL
OPERATING BUDGET:	N/A

**KEY RELATIONSHIPS**

Develop and maintain positive working relationships with all stakeholder groups i.e. CSANZ Board, Chairs and members of relevant CSANZ committees and Councils, key partners and stakeholders, suppliers and contractors. Receive direction and work collaboratively with all stakeholder groups as required on relevant projects and programs to ensure strategic objectives are met.

**DECISION MAKING AND DELEGATIONS OF AUTHORITY**

The Communications Manager will work with the CSANZ Executive Officer and the Board to establish requirements but will primarily work in an autonomous capacity to ensure tasks are completed to high-quality standards and deadlines are met. Any decisions that directly impact CSANZ as a whole, or that require higher level input must be discussed with the CSANZ Executive Officer or CSANZ President.

**QUALIFICATIONS AND/OR CERTIFICATIONS**

Tertiary qualification in communications, marketing, PR, journalism or a related discipline

**EXPERIENCE AND SKILLS**

- 5+ years’ experience in a similar role (communications experience in health or science essential)
- Exceptional verbal and written (grammar, spelling, punctuation) skills.
- Meticulous attention to detail with the ability to deliver high-quality outputs free from errors.
- Proven experience in strategy and campaign development, delivery and evaluation.
- Highly developed organisational and administration skills with proven ability to manage multiple projects.
- Strong interpersonal skills with a demonstrable ability to work collaboratively and communicate effectively with stakeholders at all levels.
- Demonstrated ability to work independently and proactively under minimal supervision together with initiative, judgement and problem-solving skills.
- Advanced-level proficiency in MS Office suite, CMS and CRM systems.
- Experience working in a professional association, membership organisation highly advantageous

**CERTIFICATION**

I am satisfied that this position description accurately describes the requirements for the position.

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**Martha McCall | Executive Officer, Signature, Date**

I have read this document and agree to undertake the duties and responsibilities listed herein. I understand that I may be required to undertake additional duties and responsibilities as required by the Executive Officer or the organisation from time to time.

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**Occupant/Employee Full Name, Signature, Date**