

## Community Engagement Officer

<b>Group</b>	Corporate
<b>Unit</b>	Grants Development
<b>Reports to</b>	Grants Development Manager
<b>Direct reports</b>	Nil
<b>Work location</b>	HMRI Building, 1 Kookaburra Drive, New Lambton Heights
<b>Employment status/type</b>	Part-time (0.6 FTE)
<b>Date (created or reviewed)</b>	March 2022

### Position purpose

Reporting to the Grants Development Manager, the Community Engagement Officer will improve the involvement of Consumers and the Community in current and future Health Research Programs, namely, acting as a Consumer Health Advocate on behalf of HMRI.

### Key responsibilities

The key responsibilities of the role include, but are not limited to, the following:

- Develop and implement a strategy to build the capacity of members of the Community, with specific lived experience, to be involved in our Health Research Programs as, for example, advisors, co-investigators, and participants
- Identify opportunities where partnerships and increased collaboration can strengthen Community involvement in our Health Research Programs
- Build collaborative relationships with Health Research advocates and consumer bodies that support positive involvement in Research.
- Connect researchers or other research stakeholders to interested Health Research advocates and consumer bodies, ensuring lived experience and expertise is heard and promoted within a research context.
- Liaise with internal and external stakeholders to coordinate training opportunities to equip both researchers and Health Research advocates and consumers with the skills needed to increase Consumer and Community involvement in research.
- Undertake discrete projects or research activities relevant to the involvement of Health Research advocates and consumers in research.
- Manage and coordinate requests from researchers for assistance with participant recruitment via an existing dedicated participant register.
- Maintain and coordinate key administrative processes, including orientation, education and training needs, database administration, and other functions as required.

- Represent HMRI on committees relating to issues of increasing participation in Health Research
- Provide support to internal business units to meaningful partner with Health Research Advocates and Consumer bodies
- Implement a range of methods for meaning consumer engagement, including consideration of face to face, online and other forms of interaction to ensure inclusive practice.
- Facilitate presentations and provide a range of reporting to communicate key activities.
- Be available for discreet project work as required by the Institute Director and in support of the Grants Development Manager.
- Promote awareness of the needs of special needs groups including those from diverse cultural backgrounds, people who identify as being LGBTIQ, Aboriginal and Torres Strait Islander people, and people living in rural and remote areas.

## HMRI expectations & legal compliance

- HMRI expects its people to contribute to the efficient and effective functioning of the organisation to meet HMRI and team strategic and operational objectives. This includes actively participating in the Individual Performance Plan and Review process, demonstrating appropriate and professional behaviour in accordance with HMRI's values and Code of Conduct, providing assistance to team members if required and undertaking other key responsibilities or activities as directed.
- All HMRI employees are expected to:
  - Make sound time management judgement in relation to prioritising work and meeting deadlines.
  - Perform their responsibilities in a manner which reflects and responds to continuous improvement.
  - Contribute to the effectiveness of the team.
  - Take responsibility for personal career development and training.
  - Read, understand and comply with all HMRI policies, procedures, and reasonable direction, as amended from time to time.
  - Ensure the reputation and integrity of HMRI is maintained at all times.
  - Maintain confidentiality at all times.
  - Attend HMRI-related functions, meetings, seminars, and/or training courses as directed, from time to time, by your supervisor.
  - Undertake risk management in accordance with HMRI's Risk Management Framework and actively support and participate in the risk management processes adopted by HMRI which include identifying, analysing and evaluating risk that may impact on HMRI.
  - Demonstrate understanding of the principles of anti-discrimination, equity, work health and safety and other relevant legislation, and show the willingness and capacity to implement equal employment opportunity and work health and safety plans, policies and programs.

## Other job-related information

### Identification check

- The person appointed to this position will be required to complete a 100-point identification check and employment is subject to proof of the right to work in Australia.

### Pre-existing injury

- The person appointed to this position will be required to disclose any pre-existing physical and/ or psychological injuries or disease that might be affected by employment in this position. This will assist HMRI in providing a safe work environment.

### Additional hours

- The person appointed to this position may be required to undertake occasional work out of ordinary hours from time to time as may be required during the course of employment.

## Essential position requirements

- A tertiary qualification (or equivalent experience) in public health, community development, consumer engagement, social work or other relevant discipline that includes research training
- Demonstrated knowledge and understanding of the challenges of increasing Consumer and Community participation in Health Research
- Demonstrated understanding of consumer engagement frameworks and approaches
- An understanding of the importance of elevating the consumer voice to influence change
- Networking experience, including participation in external working groups and engagement with relevant organisations, researchers, and other stakeholders
- Proven capacity to facilitate groups, gather information, analyse data and prepare reports
- Exemplary interpersonal and communication skills
- Demonstrated success in program management including project initiation and implementation
- A broad understanding of the research sector and the health and medical research funding environment.

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I confirm that I have read this Position Description, understand its content and agree to work in accordance with the requirements of the position. I also understand that this document is intended to provide an outline of the key responsibilities of the position and that aspects of the document may change over time.

\_\_\_\_\_  
Employee Name

\_\_\_\_\_  
Employee Signature

\_\_\_\_/\_\_\_\_/\_\_\_\_  
Date

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Note: A copy of this signed acceptance is to be placed on employee's personnel record and a copy provided to the employee.

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