

Position Description

Community Engagement and Participation Specialist

Group	Strategy & Performance
Team	Community Insights and Engagement Team
Reports to	Chief Strategy and Performance Officer
Direct Reports	Nil
Work Location	HMRI Building, 1 Kookaburra Dr, New Lambton Heights

Position summary

Reporting to the Chief Strategy and Performance Officer, the Community Engagement and Participation Specialist provides specialist expertise in community education, research translation and engagement design under the Community Insight and Engagement Framework.

The role ensures HMRI has dedicated educational expertise to turn complex health and medical research into clear, relevant and meaningful knowledge for general community audiences. It applies adult learning, health literacy and inclusive communication principles to help people understand research, connect it to their lives and participate with confidence.

Working closely with Strategy and Performance, Marketing and Communications, Research Translation, Partnerships and Development, researchers and other subject matter experts, the role determines what communities need to understand, how research knowledge should be communicated and which educational approaches will best support the intended outcomes.

This educational expertise extends into the design of community engagements. The role helps define audience needs, learning and participation objectives, key messages, content, methods and participant journeys so that activities, digital tools and outreach initiatives are accessible, engaging and purposeful. It does not primarily coordinate event logistics; rather, it works with the Events and Activation Specialist and other delivery roles to translate educational and engagement concepts into effective community activations.

The role is central to building a learning and participatory culture in which communities can understand and use research knowledge, engage confidently with HMRI, and contribute actively to research, translation and improved health outcomes.

Key responsibilities

Community Education, Health Literacy and Participation

- Lead the design, development and evaluation of evidence-informed learning approaches that translate complex health and medical research into clear, accessible and actionable knowledge for diverse community audiences. Work with researchers, clinicians, subject matter experts and community members to define audience needs, learning objectives, key messages and appropriate education methods.
- Support the design of participant journeys that connect community members to relevant opportunities including activations, research participation, advisory groups and translation initiatives.

- Apply adult learning principles, health literacy frameworks and inclusive communication practices to shape the content, format and delivery of community engagements and develop activities that build understanding of health, prevention and research.
- Evaluate and continuously improve educational approaches to ensure they are meaningful, accessible and responsive to community needs, using learning outcomes, engagement metrics, and community feedback.

Brand & Community Engagement

- Support the positioning of HMRI as a credible and trusted source of health and medical research information within the region, through evidence-based communication and education approaches.
- Work collaboratively with the community activation specialist and HMRI's Marketing and Communications team to ensure community engagement, education and participation activities are aligned to organisational messaging, audience needs and strategic priorities.
- Contribute to the design of engagement and participation journeys that support ongoing community involvement beyond a single interaction.
- Identify and contribute stories, case studies and community experiences that support learning, understanding and participation.
- Support implementation of the "You said – We did – What's next – Get involved" approach to strengthen transparency, trust and ongoing participation.

Community Connection & Participation

- Act as a facilitator of community learning, building meaningful relationships across the region to support dialogue, learning and shared understanding.
- Engage and activate the community as an extension of "Team HMRI", enabling communities to apply health knowledge in ways that are meaningful to their context.
- Support the development of advisory groups, to enable communities to articulate their health needs, priorities and lived experiences with HMRI.
- Design and facilitate inclusive, respectful and impactful community conversations, forums and engagement activities that prioritise safety, accessibility and diverse ways of knowing.

Participatory Research & Co-Design

- Lead co-design, co-production and participatory approaches that position communities as active partners in shaping research, translation and organisational initiatives.
- Develop and strengthen pathways for community participation across research, governance and evaluation and engagement activities.
- Build community capability and confidence to support informed participation in research and translation initiatives.
- Promote and model best practice in inclusive, community-led engagement and participation approaches.

Partnership & Stakeholder Engagement

- Build and maintain strong relationships with community groups and leaders, local councils and organisations, and consumer and advocacy groups.
- Identify and support existing community-led initiatives that align with HMRI's mission.
- Work collaboratively with internal teams, researchers and external partners to extend the reach, relevance and impact of engagement and participation activities.
- Actively represent HMRI at committees, conferences, and sector events as approved by manager, to advance the institute's strategic objectives.

Work Health and Safety (WHS)

The employee must take reasonable care for their own health and safety and that their acts or omissions do not adversely affect the health and safety of others. The employee must comply with all applicable work health and safety legislation, codes of practice, organisational policies and procedures, and any reasonable direction relating to health and safety.

- Participate in required WHS inductions, training and consultation activities.
- Follow safe work procedures, use equipment correctly, and use/wear provided personal protective equipment (PPE) as required.
- Report hazards, incidents, injuries and near-misses promptly, and cooperate with investigations and corrective actions.
- Do not intentionally or recklessly interfere with or misuse anything provided for health and safety.
- Maintain a safe and tidy work area, including safe manual handling practices and appropriate ergonomics.
- If supervising others (including students, volunteers or contractors), ensure WHS requirements are communicated and followed, and escalate WHS issues to the relevant manager promptly.

Skills and qualifications

- Formal qualifications or significant experience (>10 years) in communications, adult learning, journalism, marketing, community engagement or related fields
- Demonstrated expertise in designing and delivering evidence-informed learning approaches, including the application of adult learning principles and health literacy frameworks
- Proven ability to translate complex information into engaging, accessible content
- Strong experience in community engagement and participatory approaches (e.g. IAP2, NHMRC principles)
- Demonstrated ability to design and facilitate inclusive learning environments, including workshops, forums and community-led conversations
- Demonstrated success in building brand presence and community trust
- Ability to design and facilitate community conversations, workshops and forums
- Strong stakeholder engagement and relationship-building capability, with the ability to work collaboratively with community groups, researchers and partners as co-educators
- Experience working across health, research or social impact sectors, with an understanding of research translation and community impact pathways (desirable)

I confirm that I have read and understood this Position Description and agree to work in accordance with the requirements of the position. I understand that this document is intended to provide an outline of the key responsibilities of the role and that aspects of the Position Description may change over time. I also acknowledge that additional tasks and responsibilities may be assigned, as reasonably required by the organisation or my manager.

Employee Name

Employee Signature

Date

