

GPHN109 – Communications Officer

Full time (1.0FTE), Ongoing (*subject to funding*)

WHO WE ARE:

Gippsland PHN is a not for profit charity that works at a regional level to achieve improved whole of system health care. Our vision is for a Measurably Healthier Gippsland. We work closely with the primary health care system, identifying opportunities to improve health outcomes in Gippsland communities. We do this through health system improvement programs, and by commissioning services to address local health needs via our regional commissioning role.

We aim to:

- Ensure health issues are prioritised, understood, and invested in, using local strengths;
- Build and support local capability in primary health care professionals;
- Enable transparent communication and information exchange across the primary health care sector; and
- Improve access in primary health services particularly for those at risk of poor health outcomes, and where gaps exist in hard to reach locations.

WHO WE ARE LOOKING FOR:

Communications Officer

We currently have a full-time (1.0 FTE) career opportunity available as the Communications Officer. The Communications Officer is responsible for developing operational and strategic communications materials to support Gippsland PHN's aim of a measurably healthier Gippsland. This is an exciting and diverse role in a fast-paced communications environment where the incumbent will work across the full spectrum of traditional and digital communications mediums.

The Communications Officer applies a consistent approach in developing corporate and promotional communications material following approved guidelines for branding, style and approval procedures.

The Communications officer plays a central role in day-to-day communications delivery, producing high-quality content across digital, print and internal channels. The role requires strong organisational skills, the ability to manage competing priorities, and confidence working autonomously within a small, fast-paced team environment.

We are looking for an astute, agile, dynamic, and outcomes focused team member. Use your skills to complete work packages including but not limited to:

- Provide professional, timely and accurate communication support to internal stakeholders as required. Contribute to the ongoing delivery of work packages per the communications work plan and in collaboration with the Manager Communications;
- Possess strong writing and editing skills and a high level of attention to detail, and an ability to tell stories of impact;
- Contribute to the development and design of content and communication collateral, maintain key internal and external communications activities and publications, including:
 - developing high quality content for social media, scheduling and monitoring of social media channels;
 - supporting program and project launches with high quality communications planning and collateral;
 - content collation and development for Gippsland PHN newsletters;
 - news and media releases;
 - development of promotional resources, advertisements and key messages within the parameters of the organisational policy;
 - development of high-quality storytelling to support annual report; and
 - maintain and update website content using WordPress;
 - coordinate inputs from internal teams to meet deadlines for newsletters, campaigns and reports.
 - develop and schedule social media content and monitor engagement using Meta Business

- Suite;
 - manage Mailchimp newsletters including segmentation, formatting, scheduling and reporting
 - support planning and execution of internal communications collateral.
- Ensure the application of Gippsland PHN's identity, brand and styles are consistently applied in publications and other collateral and align with Gippsland PHN's values and strategic direction. Contribute to keeping records, monitoring and reporting of online analytics on the effectiveness of communication and engagement activities; and
- Strong time and project management skills and ability to stay organised across a range of projects.

WHAT WE OFFER:

- *attractive remuneration;*
- *salary packaging;*
- *flexible working environments with a choice of being based at one of our three office locations (Traralgon, Wonthaggi, or Bairnsdale), with a mix of working from home environments by agreement;*
- *a great organisational culture; and*
- *the chance for you to make a real difference to the health outcomes in our community.*

HOW TO APPLY:

To submit your application which must include a covering letter, resume, and your addressed key selection criteria, [please click here.](#)

Alternatively, you can email your application with your **three** attached documents to recruitment@gphn.org.au

To view the Key Selection Criteria, please click on the [position description here.](#) (page 4)

Members of the LGBTIQ+ community, those from culturally and linguistically diverse communities, people with lived experience, Aboriginal and/or Torres Strait Islander peoples, and people living with a disability are strongly encouraged to apply.

For further information relating to this position, please contact human resources on **03 5175 5420**.

DIVERSITY AND INCLUSION:

At Gippsland PHN we value diversity and inclusion. We encourage and celebrate a diverse and inclusive workforce that embodies respectful, psychologically safe work practices where everyone can contribute. We value diversity in culture, ethnicity, race, sex, gender identity or expression, sexual orientation, age, disability status and neurodiversity.

APPLICATIONS CLOSE: Sunday 30 November 2025

All enquiries and applications will be handled professionally and with the strictest of confidence.

