



— POSITION DESCRIPTION —

POSITION:	Communications and Policy Co-ordinator
LOCATION:	Wellington
REPORTS TO:	General Manager, NZCPHM
REPORTING STAFF:	Nil
BUDGET:	Nil
TENURE:	Permanent/Full Time

Purpose

The primary role of the Communications and Policy Coordinator is to support the New Zealand College of Public Health Medicine in its communication, policy and advocacy activities. Key areas of responsibility include:

- Coordination of the College's communications including the production of the College's newsletter and maintenance of the website
- Supporting the College's Policy Committee
- Supporting the College's advocacy initiatives
- Coordination of the College's Tracking of Professional Standards (TOPS) programme for members

Key Relationships

Internal

- College staff
- Fellows, Associate members and Registrars
- Policy Committee
- College President
- Director of Continuing Professional Development

External

- A wide range of College stakeholders
- Other medical colleges
- Public relations/communications advisors
- Website/database provider

Key Result Areas

College communications

- Write content, edit and publish monthly College newsletter
- Ensure website is up to date by uploading appropriate news, events and other material as appropriate
- Maintain the College's social media presence
- Create and disseminate other College communications such as presentations, marketing resources, surveys
- Collate survey responses and write survey reports
- Assist with marketing and promotion of the College's Annual Scientific Meeting

Advocacy

- Maintain awareness and understanding of current public health policy issues
- Coordinate and contribute to the development of College submissions
- Draft media releases and support College advocacy initiatives as required

Policy Committee support

- Manage meeting dates and calendars
- Track attendance, apologies, and provide meeting reminders
- Arrange venues, catering, travel, accommodation and other specific requirements
- Develop agenda and meeting papers in conjunction with the General Manager and Committee Chair
- Format and distribute meeting papers
- Attend meetings and record decisions
- Prepare and distribute draft meeting minutes and action points
- Follow up and action agreed meeting outcomes
- Manage incoming and outgoing communication related to the Committee
- Maintain internal policies and standard operating procedures of relevance to the Policy Committee

Membership support

- Coordinate the Tracking of Professional Standards Programme including TOPS audit, TOPS annual review and coordinate remedial processes
- Advise Fellows on the use of TOPS database and eligibility for claiming TOPS points
- Liaise with the Director of Continuing Professional Development (DCPD) regarding TOPS
- Provide administrative support to the DCPD for special projects to improve TOPS

Other

- Undertake other duties as reasonably requested by the General Manager

Responsibilities of all staff

- Comply with College policies and procedures
- Treat all people respectfully and promote an inclusive culture
- Take actions to ensure own safety and that of others
- Undertake professional development to maintain and develop skills, cultural competence and understandings of te Tiriti and Hauora Māori

Person specification

This role requires a minimum of a tertiary degree.

Essential skills:

- Excellent communication and writing skills
- Strong organisational skills and meticulous attention to detail
- Previous experience coordinating meetings and taking minutes
- Self-management and ability to work effectively independently and within a team environment
- Competent user of computer programmes such as Outlook, Word, Publisher and Excel

Desirable:

- Knowledge of and experience in the health sector
- Experience in a communications role
- An interest in health and public policy
- Ability to contribute to draft College submissions