

POSITION DESCRIPTION

Public Relations and Communications Assistant

Supporting Everyone to be healthy and live well

PURPOSE OF THE ROLE

The public relations and communications assistant will support the Public Relations team with coordination of social media, event management, fundraising, community engagement, and donor recognition for ERH.

A high level of initiative, planning and coordination, the ability to work autonomously and strong computer skills are required in this role.

Position Details

Position Title:	Public Relations and Communications Assistant
Department	Executive Administration
Reports to:	Public Relations Officer
Positions Reporting to this role:	Nil
FTE:	0.6 (3-4 days per week)
Budget:	\$0
Enterprise Agreement:	Health & Allied Services, Managers and Administrative Workers EA 2021-2025
Position Classification:	HS2
Position Description last reviewed:	February 2026

Key Accountabilities





Assist in the monitoring and maintenance of social media channels and calendars
Manage the creation of publications ensuring all documents and communications comply with ERH style guide and branding requirements
Assist in the organising and delivery of internal and external events
Provide Intranet and Internet support to departments as required
Maintain databases and compilation of data reports as directed
Assist with fundraising activities as required
Support the Public Relations Officer and Manager, Office of the CEO as required

Organisational Responsibilities

Positively promote ERH within and externally to the organisation
Comply with the ERH and Victorian Public Sector Code (VPS) of Conduct
Each employee has a responsibility to comply and promote practices with all ERH policies and procedures and familiarise themselves with those relevant to their position
Comply with relevant registration bodies mandatory continuing professional development requirements
Carry out all work and interactions in alignment with the CARE values
Each employee has a responsibility to comply with and promote relevant legislation and professional standards in relation to safety, quality and risk relevant to their position
Each employee has a responsibility to comply with and promote compliance with the National Safety & Quality Health Service Standards and other industry standards and relevant regulatory requirements

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CARE Values	
All staff are expected to behave in a way that is in alignment with our corporate values:	
Collaboration 	Works with a team focus Cooperates with others and gains input and support to assist in achieving objectives We work with others to achieve shared goals
Accountability 	Monitors the impact of one's own behaviour on others Supports a "no-blame" culture in reporting incidents and helping to effectively resolve them
Respect 	Treats people fairly and openly Treats people with dignity Demonstrates personal standards of consistency, tolerance and patience
Excellence 	Consistently supports and follows organisational policies and procedures Actively participates in identifying opportunities to improve what we do

Key Relationships	
Internal	External
Public Relations Officer	Community members
Manager, Office of the CEO	Service organisations and groups
ERH executive, managers and employees	Media partners

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Selection Criteria

Essential:

Excellent computer literacy including Microsoft Office Suite

Experience using social media platforms and digital tools (eg Canva, Adobe, Newsletters)

Strong administrative, proof reading and organisational skills

Well developed written and verbal communication skills including proven ability to be clear, concise and accurate in receiving and conveying information; and tailoring communications to target and engage various audiences

Understanding the requirements of confidentiality

Satisfactory evidence of; National police check and vaccination status in line with policy and procedure at this time.

Desirable:

Good research and problem-solving skills

General skills in photography and filming footage

TERMS & CONDITIONS OF EMPLOYMENT:

Terms and conditions are in accordance with the Letter of Offer and Contract of Employment.

I acknowledge that I have received a copy of this position description. I have read (or have had read to me) and understand the requirements of this position. I agree to work in accordance with this position description.

Signed: _____ Date: / /

Print Name: _____

cc: Employee File