

# Position description

<b>Position title</b>	Head Partnerships and Communication
<b>Date established</b>	May 2023
<b>Reports to</b>	Chief Executive Officer
<b>Employment status</b>	Maximum-term contract, full time (1.0 FTE)

## Background

The Sax Institute is an independent, not-for-profit organisation that improves health and wellbeing by driving better use of evidence in policies, programs and services.

The Institute has an international reputation as an Evidence Specialist, and nearly 20 years' experience in translating research findings into policy drawing on our own expertise as well as that of our more than 50 member organisations. We work with governments, health organisations, research organisations and a network of experts nationwide to analyse policy problems and find the best evidence-based solutions.

## Partnerships and Communication Division

The Partnerships and Communication Division is responsible for promoting the Institute's profile, brand and reputation, and provides strategic advice to the Sax Institute's CEO and senior staff about what to say, how to say it, and the best way to deliver the Institute's messages. The Division manages and produces content for the Institute's communications channels, which include our websites, social media platforms, marketing materials, newsletters and key corporate publications such as the Annual Report. The Division also manages, contributes to and/or oversees events of various kinds, such as the Research Action Awards, conferences and training events; oversees the production of documents and collateral intended for external publication; and manages a program of work focused on engagements with external stakeholders, particularly those in the corporate and philanthropic sectors.

## Purpose of position

Reporting to the CEO, The Head Partnerships and Communication is one of six senior executive positions within the Sax Institute. This position will lead all aspects of Communication at the Institute, providing strategic advice on all aspects of the Institute's messaging. It is also responsible for building relationships with philanthropic organisations and funders to effectively convey the Sax Institute's impact while securing support for the Institute's mission.

This role will also oversee the development of science communication activities and methods that are accessible, engaging and improve the use of evidence from research.

## Key accountabilities

### Partnerships and philanthropy:

- Develop and implement a partnerships and philanthropy engagement strategy to secure funding and support from organisations, trusts, foundations, corporations, and individuals.
- Work collaboratively across the Institute and with our key partners to identify and develop proposals for philanthropic support that align with the Institute's strategic priorities.
- Monitor and identify potential funding sources to support the Institute's work.

### Corporate Communications:

- Develop and execute a corporate communication strategy that highlights the Sax Institute's achievements and impact to diverse audiences, including partners, government agencies, and research institutions.
- Oversee the development of the Sax Institute brand along with compelling and targeted communication materials, including web content, social media posts, our peer reviewed journal, press releases, newsletters, and reports, that effectively convey the Sax Institute's mission, achievements, and priorities.
- Lead and manage a corporate communications team and ensure alignment of all corporate communication efforts.
- Monitor and analyse the effectiveness of communication strategies and materials and make recommendations for improvements and adaptations.

### Science Communication:

- Oversee the development of a science communication program that translates complex scientific outputs into accessible and actionable information.
- Develop a science communication model that integrates skills, tools and methods from a range of professional communications disciplines such as journalism, design, digital production, event management, stakeholder engagement and user experience.
- Develop business models to support science communication efforts, including identifying potential partners and funding sources.

## Selection criteria: Qualifications, Skills, Experience and Personal qualities

To be successful the Head Partnerships and Communication should demonstrate the following technical and behavioural competencies:

- Advanced degree in a relevant field, such as business, marketing, communications, non-profit management, or a related field.
- At least 15 years of experience in philanthropy, corporate communications, science communication, or related fields, with a proven track record of securing funding from philanthropic sources and building successful partnerships.
- Demonstrated experience in leading and managing teams, with proven ability to create, develop, coach and inspire effective multi-functional teams.
- Strategic and creative thinking and strong entrepreneurial drive

- Excellent interpersonal and leadership skills to create and sustain productive relationships to reach common goals and objectives.
- Strong written and verbal communication skills, with the ability to develop persuasive and compelling funding proposals and negotiate complex agreements.
- Ability to effectively prioritise and manage complex projects, meet deadlines, and work collaboratively.