

HEALTH CONTENT MANAGER

Organisation	Healthy Male Ltd
Primary Function	Clinical and Scientific writing
Employment type	Full time contract to June 30, 2021
Work location	Level 2, 492 St Kilda Road, Melbourne
Date document created updated	25 February 2020

Organisational context

Healthy Male (formerly Andrology Australia) has a vision of a healthier life for all men and boys. We are a national organisation that provides easy access to the latest scientific and medical research on male reproductive and sexual health for the public and people working in health.

Healthy Male aims to make this information available to everybody, regardless of gender, age, education, sexual orientation, religion or ethnicity. To do this, we collaborate with Australia's leading peak bodies, researchers, specialists, clinicians and educators to develop information that fills the gaps in men's health.

As a small not for profit organisation we are proud of our cohesive team culture, our collaborations, partnerships and proactive approach to our work and our growing list of achievements.

Healthy Male is supported by the Australian Government Department of Health. More information about Healthy Male can be found at www.healthymale.org.au.

Position purpose

Reporting to the CEO, and working closely with the Medical Director, the Health Content Manager will be responsible for managing the academic and clinical publications and information of Healthy Male, in collaboration with the Marketing and Communications Manager, Health Promotion Manager and contractors, as well as contributing to research productivity by assisting with preparation and submission of manuscripts for peer-reviewed publication.

The position will be responsible for the development of content for external health professional publications, including drafting, proof-reading and editing manuscripts in collaboration with identified authors, for peer-reviewed journals.

The position will involve translating scientific information into appropriate language for health professional and consumer information, educational material, position statements, annual report and/or ad hoc publications in liaison with other team members as directed. The position is ultimately responsible for maintaining Healthy Male's evidence-based approach to information.

The position will involve administration of external meetings and liaison with associates and consumers in preparation or review of materials. Drafting and co-coordinating the development of

proposals arising from Working Group meetings and liaising with external associates to ensure that the input of all group members is represented may be required.

The position also involves representing Healthy Male at scientific meetings and other national conferences, together with the production of conference and seminar papers and publications from research being undertaken by Healthy Male.

Reporting line	The position reports to the CEO, Healthy Male
Supervisory responsibilities	Not applicable
Financial delegation and/or budget responsibilities	TBC

Key responsibilities

1. Writing and Editing / Communications
 - Producing a wide range of writing outputs including slide-kit presentations, website information, branded campaign materials and education resources
 - Prepare and edit manuscripts and publications with particular focus on translating relevant research for a variety of audiences
 - Participating in the editorial process from production of first round copy to final drafts and proofreading to ensure all work is produced to a high and accurate standard
2. Stakeholder Engagement (internal and external)
 - Manage the Healthy Male Scientific and Clinical Committee (SAC) in liaison with the Medical Director (SAC Chair)
 - Provide Healthy Male content knowledge to external partners and proactively contribute internally by building on our organisational context knowledge
 - Represent Healthy Male and provide communications support maintaining and developing relationships with medical, research and allied health professionals utilising their knowledge and writing skills to the benefit of the goals of Healthy Male
3. Project Management
 - Prepare and review written materials for internal and external stakeholders in a timely manner ensuring the changing needs of men and new research findings is reflected in the writing and production of new consumer publications
 - Implement and maintain a quality management system to ensure a planned cycle for health content review for all programs and resources, maintaining their clinical and evidence-based integrity
4. Collaborations / Team work
 - Work in collaboration with the Healthy Male Health Promotion Manager and the Communications and Marketing Manager to ensure the highest standard of evidence-

based information is maintained and that all timelines for collaborative work are agreed and met

5. Development of educational materials & programs
 - Support the development of clinical content for medical and health professional training and education purposes

Professional attributes and behaviours

- A. Teamwork
 - committed to sustaining a positive and trusting team culture
 - proactive contributor to the work of the team and contribute towards an interdisciplinary approach to care
 - willing to work collaboratively with all team members and willing to share information with colleagues
 - open and honest communication with all team members
 - willing to negotiate positive outcomes with all team members
 - willing to develop new skills and knowledge rapidly
- B. Motivation
 - demonstrates a confident, optimistic and proactive mindset
 - takes ownership of own job and actively considers the consequences of their actions and the decisions they make
 - demonstrates commitment to the team, is willing to share responsibility for the team's goals & objectives
- C. Workplace Integrity
 - demonstrate ongoing commitment to the Vision and Mission of Healthy Male
 - preparedness to consistently undertake work in a manner which is in line with the organisation's values
 - treating the workplace environment, other staff and contractors with respect
 - dealing with confidential and sensitive information in a professional manner
- D. Workplace Responsibilities
 - Healthy Male acknowledges that its staff and volunteers have legislative responsibilities in relation to workplace rights which include, discrimination, victimisation, bullying and harassment including sexual harassment, equal opportunity, disability, family violence and or abuse and children, parents and carers

It is expected that the Health Content Manager will undertake the role in a manner which is aligned to the values of the organisation and the following leadership performance criteria.

Shapes strategic thinking

- Proactively supports Healthy Male's vision and purpose
- Inspires
- Leads and influences change

Achieves results

- Achieves and delivers results
- Promotes best practice and drives effectiveness
- Assumes accountability

Forges relationships and engages others

- Establishes and maintains networks relevant to our work
- Communicates clearly and adapts to audience
- Promotes information sharing and values and encourages input from others

Exemplifies personal drive and professionalism

- Models Healthy Male's values
- Engages with others in a respectful and professional manner
- Promotes quality, safety and sustainability

Drives business excellence

- Builds team and individual capability and expertise

Key selection criteria

It is expected that the successful applicant will be able to demonstrate the following:

Essential

1. Understanding of, and demonstrated commitment and energy for, the objectives and values of Healthy Male
2. Demonstrated highly developed communication and interpersonal skills with experience in working collaboratively with a range of internal and external stakeholders
3. Breadth of scientific expertise, including knowledge of areas pertinent to men's health or public health and the ability to think critically; advanced analytical and presentation skills
4. Exceptional, and proven, writing skills, for both consumer and scientific target markets, with demonstrated ability to write, edit and present clear and concise reports, briefings and scientific manuscripts
5. Highly motivated and creative, and able to work independently as well as collaboratively within the Healthy Male team
6. Demonstrated attention to detail with a strong focus on evidence based, quality outputs, timeliness and accountability

7. Knowledge of publishing practices, standards, and technologies for the media used
8. Thorough understanding of research methodology and reporting
9. Application of diversity and inclusion practices in the development of health information, programs and resources
10. Proven ability to critically appraise medical and scientific publications
11. Excellent computing skills (including use of Endnote) with experience in online manuscript and grant submissions

Education/Qualifications

The appointee will have:

- a degree/tertiary qualification in a relevant field with extensive relevant experience, or
- an equivalent combination of relevant experience and/or education/training, and
- post graduate studies in epidemiology, health sciences or public health

Also required

- The Health Content Manager will be required to travel on occasions to attend meetings, discussion groups, and seminars outside of normal business hours
- Current Police check (the successful applicant will be required to undergo a police check prior to employment)

Other relevant information

- The CEO may amend this position description if required. Any changes will be made in consultation with the employee
- You are required to comply with Workplace Policies and Procedures (as amended from time to time) and contribute to and maintain a safe workplace environment
- Appointment will be subject to a three-month probationary period from the date of commencement and a Performance Review will occur three (3) months following, then annually considering the key roles and responsibilities and required personal and professional attributes outlined in this position description. In addition to reviewing performance (individual and work team), the meeting provides an opportunity to ensure role clarity, revise key performance activities/measures and set development objectives and goals for the year ahead