

Job Description



Position Title	Community Involvement Officer	Level	B
Reports to (role)	Senior Manager, Community Engagement	Career Stream	Professional
Team	Community Engagement		
Location	The Kids Research Institute Australia, Perth Children's Hospital, 15 Hospital Ave, Nedlands		

PURPOSE OF POSITION

The Community Involvement Officer supports the coordination and delivery of consumer and community involvement across The Kids Research Institute Australia. Working closely with the Community Involvement Coordinator, researchers, and research theme teams, the role provides administrative, coordination, and relationship-building support to enable meaningful involvement of consumers and community members in research. The position also supports the effective operation of the Institute's consumer and community advisory groups, helping to ensure community perspectives are embedded across research and organisational activities.

KEY RESPONSIBILITIES

Key Responsibilities	Tasks required to achieve Key Responsibilities	Measures
Stakeholder Engagement & Partnerships	• Maintain positive relationships with consumers, community members, families, young people and community organisations. • Co-ordinate opportunities for consumers and community members to contribute to research projects, programs and organisational initiatives. • Co-ordinate the recruitment, onboarding and ongoing engagement of community members involved in research and advisory activities. • Support the maintenance and growth of diverse and representative community networks. • Implement inclusive, accessible and culturally responsive involvement practices. • Work collaboratively with internal stakeholders to identify opportunities for community	• Number and diversity of community members involved. • Positive feedback from community members and researchers. • Growth and maintenance of community networks and partnerships. • Community involvement across research and organisational activities.

	involvement.	
Program Support	• Co-ordinate consumer and community advisory group activities. • Co-ordinate event planning and delivery, including forums, workshops, training and community engagement activities. • Maintain records and assist with reporting, monitoring and evaluation activities. • Contribute to the ongoing development of Community Involvement programs, frameworks and processes. • Assist in evaluating the effectiveness and impact of Community Involvement activities. • Identify opportunities for innovation and improvement. • Contribute to strategic projects and emerging team priorities.	• Successful delivery of events and activities. • Reporting requirements completed within agreed timeframes. • Effective administration of advisory groups and involvement activities. • Contributions to program development and improvement initiatives. • Evaluation data collected and reported. • Evidence of process improvements and efficiencies.
Capability Development and Team Contribution	• Promote awareness and understanding of Community Involvement across the Institute. • Assist in the co-ordination and delivery of training, resources and tools. • Contribute to the sharing of best practice examples and success stories. • Support initiatives that strengthen researcher and staff capability in Community Involvement.	• Training and capability-building activities delivered. • Increased awareness of Community Involvement opportunities. • Development and use of resources and tools. • Positive feedback from participants.
Workplace Safety	• Take reasonable care for your own safety and health and avoid harming the safety and health of others through any act or omission at work. • Identify and assess workplace hazards and apply hazard controls. • Report every workplace injury, illness or near miss, no matter how insignificant they seem. • Abide by The Kids Research Institute Australia policies and procedures.	• Responsibilities are embedded in work practices. • Hazards are effectively managed or reported. • Accidents and incidents are reported in a timely manner. • All applicable safety policies and procedures are sought, understood and implemented.

ESSENTIAL CRITERIA

Qualifications:	Relevant tertiary qualification or equivalent experience in community engagement, community development, public health, health promotion, social sciences or a related field.
Essential Skills, Knowledge & Experience:	• Demonstrated experience working with community members, consumers, stakeholders or researchers to build and maintain relationships. • Experience coordinating projects, programs or community

	engagement activities. • Understanding of consumer and community involvement principles and practices. • Experience facilitating meetings, workshops or engagement activities. • Strong interpersonal and relationship-building skills. • Excellent written and verbal communication skills. • Ability to prepare information for a range of audiences, including plain language materials. • Strong organisational, administrative and time-management skills. • Ability to work independently and collaboratively. • Proficiency in Microsoft Office and database or customer relationship management systems.
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DIRECT REPORTS	None
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Approved by:	<i>Senior Manager, Community Engagement</i>
Date approved:	04.09.2026
Reviewed by P&C:	04.09.2026