

A more equitable world through better health.



POSITION DETAILS

TITLE	Visual Communication Officer
CLASSIFICATION	Professional Level 4.1 – 5.1: \$72,644 - \$78,558 + super + salary packaging
TIME FRACTION	1.0
CONTRACT TYPE	2 Year Fixed Term
LOCATION	85 Commercial Road, Melbourne 3004, Boonwurrung Land
REPORTS TO	Manager, Brand and Creative Services
DIRECT REPORTS	Nil
LAST UPDATED	January 24

POSITION SNAPSHOT

This role will support Burnet Institute's (Burnet) vision, purpose and strategy through the creation of visual collateral and assets for the translation of complex content into engaging, accessible, and effective communication for external and internal audiences, and for application on multiple platforms. As a member of the Marketing and Communication team, the position will support the wider portfolio of philanthropy, business development, commercialisation, research funding management, and Burnet's research programs and projects. Key contributions include awareness building, promotion, and supporting employee and external stakeholder engagement.

KEY RESPONSIBILITY AREAS

1. Visual Communications	<ul style="list-style-type: none">Convey complex information and the impact of our research and programs through visual communication and ideation support. This will include print and digital formats such as social media channels, event platforms or email marketing campaigns, and working on 'Days of Significance' campaigns, events, presentations and pitch or advocacy projectsDevelop visual and collateral assets in line with Burnet's brand guidelines, using graphic design, illustration, photography, and/or animationProvide creative support for marketing and communication materials such as reports, presentations, pitch materials and postersInterpret briefs and support non-communication staff in completing design briefs.
2. Graphic Design	<ul style="list-style-type: none">Design high quality marketing and promotional graphic elements, layouts and visuals for collateral, event materials, signage, merchandise, digital channels and other materials in line with Burnet's brand guidelines and adopted standards of inclusion and accessibilityDesign and update templates for use by Burnet staff for internal or external communicationArrange design and print production, including developing design briefs and working with external graphic designers and printersRetouch or resize images to fit print or digital use, or improve image quality
3. Asset Management and Creation	<ul style="list-style-type: none">Management, updating and organisation of corporate visual assets and photos through the digital management asset system; event materials; signage; and merchandiseSupport photography and videography work, including simple editing
4. Design Project Administration & Internal Liaison	<ul style="list-style-type: none">Work with all levels of Burnet staff in Australia and overseas in developing visual communication and design workOrganise and maintain complete and accurate files (working and final versions) and records.
5. Training	<ul style="list-style-type: none">Responsible for completing all required training in line with the position / role

KEY SELECTION CRITERIA

QUALIFICATIONS / EXPERIENCE / KNOWLEDGE / ATTRIBUTES		
1.	Tertiary qualifications in design, business, communication, or related creative field	Essential
2.	At least three years' experience in a similar visual communication/design position, in a full-time capacity	Essential
3.	Evidence of work in impactful, visual storytelling, through a wide and diverse folio of work. Preference will be given to experience in research-based materials, presentations, and campaign collateral	Essential
4.	Demonstrated intermediate knowledge and use of Adobe suite programs (particularly, InDesign, Photoshop and Illustrator)	Essential
5.	Proficient in MS PowerPoint and Word	Essential
6.	Proven ability to support projects consistently, from conception to timely completion	Essential
7.	Intermediate skills in photography, video and/or animation; experience in the use of a digital asset management system	Preferable
8.	Experience in creating visual assets for websites, social media channels and email marketing platforms	Preferable
9.	Strong interest in the latest design trends including AI, virtual/augmented reality, and best practices	Highly considered

About Burnet Institute

Vision

A more equitable world through better health.

Purpose

Create and translate knowledge into better health so no-one is left behind.

Values

Respect, Equality, Inclusiveness, Diversity.

Who we are

Burnet Institute is an Australian-based medical research and public health institute and international non-government organisation that is working towards a more equitable world through better health.

What we do

We are committed to creating and translating knowledge into better health so no-one is left behind. We do this through engaging with and understanding the needs of a broad range of communities and stakeholders to develop laboratory-based and social research programs, policies and products that deliver better health outcomes.

Where we work



Priority countries:

Australia | Papua New Guinea | Myanmar

We also support and contribute to research and public health programs in other Asian, Pacific and African countries.

Australian Institute for Infectious Disease (AIID)

Bringing together Burnet Institute, The University of Melbourne, and the Doherty Institute with funding from the Victorian Government, the AIID is a visionary initiative designed to protect Australia and the region against infectious disease and future pandemics. Establishment of a new state-of-the-art facility which will be the new home of Burnet is expected to be operational by 2027.



OCCUPATIONAL HEALTH AND SAFETY

The Burnet has a commitment to providing a safe and healthy workplace in accordance with the Occupational Health and Safety Act 2004. All staff are obliged to take all reasonable care to ensure that their actions do not place themselves or others at risk.

OTHER REQUIREMENTS

The Burnet Institute is a child safe organisation. The incumbent of this position will be required to undergo a Police Check and possibly a Working with Children Check as a condition of employment. The types of contact with children can be viewed [here](#). This position involves the following contact with children (any individual aged under 18 years):

CONTACT TYPE

No Contact With Children

ENQUIRIES

For enquiries, please contact careers@burnet.edu.au