

**Australian High Commission**

**Port Moresby**

Candidate Information Pack

**Public Diplomacy Manager**

**Political Section**

**Closing date: Friday 1 July 2022**

**Email enquiries to:** pngahc.recruitment@dfat.gov.au

This information pack should assist potential candidates make an informed decision as to whether to apply for this position by explaining:

* the work of the Australian High Commission;
* the role the Australian High Commission is recruiting for; and
* how to apply for this vacancy.

POSITION DESCRIPTION

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| **Position number** | 200298 |
| **Position title** | Public Diplomacy Manager  |
| **Position type (Full-time/Part-time/Casual)** | Full-time  |
| **Classification level** | LE6  |
| **Section/Agency**  | Public Diplomacy, Political  |
| **Reports to (position title)** | First/Second Secretary  |
| **Location**  | Port Moresby  |

**About the Australian High Commission in Port Moresby**

The Australian High Commission (AHC) represents the Australian Government by advancing the interests of Australia and Australians in Papua New Guinea (PNG). Our primary national interest is in a strong bilateral relationship underpinned by a peaceful, secure and prosperous PNG and Pacific Region.

The AHC is also responsible for apprising Canberra about developments in areas such as domestic politics, immigration, economics, trade and investment, culture, defence and development cooperation, with a view to informing Australia’s foreign policy. We also promote a positive image of Australia, enhancing people-to-people links, and delivering consular assistance to Australians in need.

About the position

Under limited direction, the Public Diplomacy Manager manages a small team to plan and implement the public diplomacy strategy, communications and related activities for the AHC. The role is responsible for supporting the Australia-Papua New Guinea (PNG) relationship through engaging and strategic public communications on both mainstream and social media, and ensuring public diplomacy activities and key messages are communicated to support Australia as partner of choice in PNG.

**The key responsibilities of the position include, but are not limited to:**

* Contribute to the development of the annual public diplomacy strategy and action plans
* Manage and coordinate the work of the public diplomacy team and oversee the delivery of the public diplomacy strategy and program at post
* Monitor and evaluate implementation and ensure branding, communication materials and activities are of a high standard and compliant with DFAT policies and guidelines
* Monitor and manage the public affairs budget, and oversee forecast, allocation and monthly reporting requirements in consultation with the First/Second Secretary, Public Diplomacy
* Provide public affairs support and advice, including advice on public affairs matters involving other government departments; the Government of PNG; Australian, international and national media; and other key external stakeholders
* Contribute to the identification of problems and opportunities for Australia in the PNG media, liaise with media and other agencies on issues of importance to Australia, and help prepare strategies to deal with such issues in an effective and timely manner
* Manage media events, including high-level visits, and organise proactive media coverage advocating the activities and projects of the AHC
* Monitor and report on media developments, public affairs, news, and current affairs from all forms of media in PNG, including maintaining up-to-date information on key media figures, organisations, and the media landscape
* Oversee the management of the AHC’s internet site, social media and community outreach programs
* Monitor Australian Parliamentary processes, and record and report on questions without notice and other relevant information as required
* Manage the media asset register, organise press conferences and liaise with PNG media organisations
* Prepare and distribute a range of high-level written materials, including AHC briefings, press releases and speeches as directed and approved by the First/Second Secretary, Public Diplomacy
* Liaise and manage relationships with other sections and agencies within the AHC on publicity and public affairs requirements
* Manage and maintain relationships with local media, media teams of government departments and other key external stakeholders
* Provide leadership and mentoring to the Public Diplomacy team

**Required skills and qualifications**

* Excellent written and oral English communication skills
* People management skills including clear tasking, evaluating performance, and setting priorities
* Strong organisational skills to develop and implement work processes
* Comprehensive experience preparing briefings, media products and speeches to a high standard
* Strong event management skills
* At least five years of relevant working knowledge and experience in communications field
* Strong analytical and conceptual skills
* Strong interpersonal skills and the ability to work in a small team
* Demonstrated ability to value and manage diversity
* High degree of proficiency in the Microsoft Office suite of applications
* Proven ability to build and maintain professional networks with a range of stakeholders
* An understanding of cultural, media and public policy issues and of Australia’s interests in PNG

**Eligibility/Other Requirements**

Offers of employment are conditional on the satisfactory completion of medical and local police security checks. The Australian High Commission is a COVID-19 vaccinated workplace.

ONE-PAGE PITCH

The Australian High Commission (AHC), Port Moresby uses the one-page pitch (**1,000 word limit**) approach to job applications. The one-page pitch streamlines the recruitment process for the AHC, the Selection Advisory Committee (SAC) and applicants.

Your one-page pitch should address your work experience and capabilities against the position description. It is a chance to tell the SAC why you are the right person for the job.

The SAC want to know why you are interested in the role, what you can offer the AHC, and how your skills, knowledge, experience and qualifications are applicable to the role. In a nutshell – why we should hire you?

**Addressing the requirements of the position**

The information in the position description (pages two to three), will help you understand the responsibilities and tasks of the position. The position description describes the skills, knowledge, experience and qualifications (if any) a person needs to perform the role effectively. The SAC will assess how applicants address these requirements to create a shortlist of applicants suitable to move to the next stage of the recruitment process.

It is essential to address any job-specific information or qualities that have been identified in the position description.

The pitch gives you the opportunity to tell a story and use examples that may cover a range of skills and experiences, such as organisational skills, oral and written communication skills, and the ability to work as part of a team.

You should provide relevant examples from your work, study or community roles. Be clear and to the point.

Please make sure you adhere to the 1,000 word limit, and thoroughly review your response checking all grammar, spelling and punctuation.

HOW TO APPLY

Applications must be submitted to the Human Resources Section at pngahc.recruitment@dfat.gov.au by **4:30pm** on **Friday 1 July 2022**.

**Late applications will not be accepted**.

1. For your application to be considered, you must complete the **Job Application Form.** The form captures all the relevant details required at this stage of the recruitment process, including:
	* Your personal details;
	* Your employment history;
	* Information regarding your education, qualifications and relevant training;
	* The names and contact details of two professional referees;
	* Information on any volunteer programs you have undertaken if they demonstrate personal achievements or relate to the selection criteria; and
	* Your one-page pitch.
2. Please do not include or attach any of the following documents:
	* Curriculum vitae; or
	* Certificates, awards etc.

These documents may be requested at interview.

Emailed applications **must** include your name and the job title in the subject line of your email for easy reference.

For example: **John Smith – Public Diplomacy Manager**

WHAT HAPPENS NEXT

**Acknowledgement**

Given the large number of candidates who apply for jobs at the Australian High Commission (AHC), only those shortlisted for interview will be contacted.

**Shortlisting**

The shortlisting of candidates will commence after the advertisement closing date. The timeframe for shortlisting will depend on the size of the applicant field, and may take several weeks to complete. The Selection Advisory Committee (SAC) will shortlist candidates against the requirements of the position and only those candidates who demonstrate the strongest claims will be shortlisted for interview.

**Assessment of candidates**

The SAC may use a variety of methods to assess candidates. These may include an interview, a written exercise or a specific skills test.

**Interview**

The SAC will give a candidate a minimum of three days’ notice prior to interview. Upon notification of selection for interview, the candidate should advise the Human Resources section if they have any special requirements.

All interviewed candidates will be advised of the selection process outcome via email.

**Referee Reports**

Candidates should include the details of two professional referees in their Job Application Form. Ideally, one will be a current or recent supervisor. In most circumstances, referee reports will only be requested from candidates shortlisted for interview.

**Selection**

The AHC’s staff selection process is governed by the merit principle. The merit principle requires that selections are based on abilities, qualifications, experience and standards of work performance as reflected in the selection criteria and preclude discrimination on the basis of age, gender, race or sexual preference.

**Order of Merit and Placement**

This is a bulk recruitment round and a number of vacancies in different areas will be filled through this round.

Suitable candidates will be placed on an Order of Merit. An Order of Merit is valid for up to 18 months from the date the position was originally advertised and may be used to fill a position in the event it becomes vacant within this timeframe. Being found suitable does not guarantee a promotion, transfer or offer of employment. If a candidate declines the position offered, they will be placed back on the Order of Merit, and may be offered a position within the 18-month timeframe.

*The Australian High Commission promotes a workplace free from discrimination and harassment, and is a smoke and betel nut (buai) free environment.*