

## LES Position Description

<b>AGENCY</b>	DFAT
<b>POSITION NUMBER</b>	SUV112
<b>POSITION TITLE</b>	Media and Communications Officer
<b>CLASSIFICATION</b>	LE5
<b>SECTION</b>	Political
<b>REPORTS TO (TITLE)</b>	First Secretary Political

### About The Department of Foreign Affairs and Trade

The role of the Department of Foreign Affairs and Trade (DFAT) is to advance the interests of Australia and Australians internationally. This involves strengthening Australia's security, enhancing Australia's prosperity, delivering an effective and high-quality overseas aid program and helping Australian travellers and Australians overseas. The department provides foreign, trade and development policy advice to the Australian Government. DFAT also works with other Australian government agencies to drive coordination of Australia's pursuit of global, regional and bilateral interests.

### About the position

Under general direction, the Media and Communications Officer provides strategic media advice and contributes to planning, development, production, editing and dissemination and monitoring of media, communications and promotional materials. The position also provides logistics and administrative support, including assisting with event planning and undertaking research.

### Key responsibilities of the position include but are not limited to:

- Assist with coordination of media logistics activities for official visits and public affairs events including lectures, seminars, meetings, media visits and other promotional activities.
- Manage the development and distribution of communications products, including drafting, producing, editing and distributing electronic media, press releases, speeches, cables and translations.
- Monitor, analyse and report on news in local media that may affect Australia's interests.
- Provide advice and assessment to senior High Commission staff on issues of interest, media trends and media organisations.
- Liaise with media and assist with preparation of responses to media queries.
- Monitor the public diplomacy budget and resources and prepare financial reports.
- Monitor post's compliance with communication procedures and Australian Government branding guidelines.
- Produce and publish social media content across online platforms including the High Commission website and social media accounts such as Facebook, Instagram and Twitter.
- Monitor and respond to public enquiries and feedback on social media platforms.
- Build, develop and maintain a strong network of media and communication stakeholders.



## Qualifications/Experience/Knowledge/Skills

- Tertiary qualifications, in communications or a media-related -field preferred, or demonstrated relevant work experience.
- Demonstrated understanding of the Fijian media environment, including social media outlets and trends, and experience dealing with media organisations, senior government officials and civil society representatives to achieve positive and innovative public relations outcomes. Established existing contacts would be an advantage.
- Demonstrated ability to work under limited direction to plan and manage public diplomacy events; flexibility, adaptability and initiative; and the ability to prioritise a busy workload, work under pressure and meet deadlines with strong attention to detail.
- Demonstrated ability to communicate effectively, both orally and in writing, including effectiveness in negotiation, consultation, representation and contact building with internal and external counterparts.
- Ability to develop, plan and execute campaigns and strategies in line with key priorities, including performance metric reporting and indicators of success.
- Confidence using Microsoft Office, Facebook, Instagram and Twitter (including scheduling posts and utilising insight functions).
- Strong stakeholder management skills, and a demonstrated ability to maintain a wide network of contacts to deliver regular outcomes.
- Experience creating digital media (photography and short video production).
- Familiarity with the Australian Government's foreign and trade policy goals, and knowledge of Australia and the Australian arts and cultural scene is desirable.
- A valid Fijian drivers Licence is essential.