

Position Description – Phnom Penh – May 2018

Agency	DFAT
Position number	PPDFAT26
Title	Public Diplomacy Officer and Executive Assistant to Ambassador
Classification	LE4
Section	Political/Economic Section
Reports to (title)	Ambassador (Head of Mission) / First Secretary (Political)

About the Department of Foreign Affairs and Trade (DFAT)

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

Public Diplomacy Officer and Executive Assistant to the Ambassador supports the Ambassador through management of the Ambassador's schedule, travel, contacts and administration, including the coordination between Ambassador and attached agencies. The position also supports First Secretary Political to plan and implement the Embassy's public diplomacy agenda.

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

Public Diplomacy

Work with the First Secretary Political, to plan and implement the Embassy's public diplomacy agenda, including:

- Manage the public diplomacy budget, review and report on expenditure
- Develop and recommend public diplomacy initiatives
- Represent the Embassy and liaise with internal and external public diplomacy stakeholders to resolve moderately complex enquiries, discuss operational and administrative matters and build rapport.

Events Management

Develop plans for and oversee the management of events, such as Australia Day, at the Embassy, Ambassador's residence and other venues, with tasks including, but not limited to:

- Oversee the management, preparation and coordination of guest lists ;
- Liaise and coordinate key internal stakeholders, including HOM resident staff, Local Staff and A-base to ensure all security and protocol arrangements have been organised
- Coordinate and manage sponsors and sponsor relations for specific engagements and develop wider sponsorship and partnership agreements that support the public diplomacy program.
- Prepare quality event briefs to internal stakeholder, talking points, speeches, reports as requested
- In delivering the event plan, coordinate and organise caterers supplies, suppliers requirement, entertainment, photographers and venue hire

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Executive Assistant

- Manage the office of the Ambassador.
- Manage the Ambassador's diary and daily program including:
 - arrange and coordinate all telephone calls, appointments and official engagements for the Ambassador;
 - coordinate briefing requirements in consultation with relevant Embassy sections; and
 - coordinate travel arrangements.
- Liaise with host government, diplomatic missions and private sector organisations on behalf of the Ambassador including arrangement of appointments for senior visitors.
- Provide reception duties for visitors to the office of the Ambassador.
- Prepare and maintain records of Ambassador Representation fund expenditure.
- Maintain a database of key stakeholders and contacts for Ambassador.
- Coordinate Ambassador's travel arrangements including sending Canberra cables and arrange briefings as necessary.
- Prepare draft correspondence for the Ambassador.
- Assist with visits by senior Australian officials and Ministers.
- Assist with the supervision of official visitors, tradesmen and cleaners within the embassy
- Assist with the management of office supplies for the Ambassador and Political section

Qualifications/Experience

- Demonstrated prior experience and success in event management role/s in government and/or non-government organisations, including all aspects of planning, budget management and event delivery.
- Understanding of Australian Government public diplomacy policies, priorities and guidelines – including Australia's Foreign Policy White Paper.
- Excellent leadership, communication, negotiation and problem solving skills, with a proven track record of effective stakeholder management skills, including government and private sector partners.
- Ability to work under pressure and meet deadlines.
- Proven organisational skills and ability to work - both independently and as a team member - to handle multiple tasks and prioritise effectively.
- Proven capacity to adapt to and implement change, demonstrating innovative approaches, courage and resilience.