

Position Description

AGENCY	Department of Foreign Affairs and Trade
POSITION NUMBER	HA025
POSITION TITLE	Research and Media Support Officer
CLASSIFICATION	LE3
SECTION	Political/ Economic Section
REPORTS TO (TITLE)	LE4 (Research, Media and Trade Officer)

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

Working under direction, the Research and Media Support Officer manages the Embassy's website and social media output. The position provides policy research support to the political, economic and public diplomacy team, including through organising meetings, visits and other stakeholder engagements. It assists in the monitoring of media and other open-source reporting in Zimbabwe, Zambia, Malawi, the Democratic Republic of Congo and the Republic of Congo.

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

- Conduct policy research work to support the Embassy's political, economic and public diplomacy team.
- Under direction, develop the Embassy's social media engagement, including planning, creating and posting relevant and varied content for the Embassy's website and social media accounts that engages the audience, promotes accurate and positive views of Australia and the Embassy and grows the number of Embassy followers.
- Monitor and report on public interaction with Embassy social media accounts.
- Assist in monitoring the media and key publications (local and international) to help identify and report on emerging issues. Working with the Research, Media & Trade Officer, prepare media reports covering the Embassy's countries of accreditation.
- Support the Embassy's efforts to build and nurture relationships through organising visits, receptions, meetings and other liaison with stakeholders, including host governments.
- Develop and maintain a network of relationships across government, academia, diplomatic missions, think tanks, media groups and other non-government organisations.
- Maintain the Embassy's contacts database.
- Represent the Embassy at relevant forums and functions.
- Act as a back-up to other officers across the political, economic and public diplomacy section as required.



Qualifications/Experience

- Proven ability to research and analyse political, economic, and social issues in countries of accreditation and the region.
- Proven experience in the communications/media fields.
- Tertiary qualification in relevant disciplines.
- Well-developed planning and organisational skills, and ability to manage and meet tight deadlines
- Ability to work independently or with limited supervision and under pressure.
- Strong representational skills, commitment to working as part of a team, exercise discretion and judgement.
- High-level written and oral communication skills.
- French language skills highly desirable.