



Australian Embassy, Beijing

Vacancy - Senior Public Affairs and Culture Officer (LE5)

The Australian Embassy Beijing seeks applications from suitably qualified persons to fill the position of Senior Public Affairs and Culture Officer (LE5) with Department of Foreign Affairs and Trade.

Please see the attached for the position description and selection criteria. We are seeking high quality written applications.

How to apply

Your application, written in English, must include:

- A Statement of Claims for the position separately addressing each of the selection criteria (maximum 2 pages); and
- A Curriculum Vitae (maximum 2 pages); and
- Contact details for two work-related referees, including current supervisor.

Applications should be submitted in writing by email to the Human Resources Section of the Australian Embassy, Beijing at: beijing.hrrecruitment@dfat.gov.au.

The closing date for applications is on **Thursday, 12 January 2017**. Applications received after the closing date and time will not be considered.

Applications that do not address the selection criteria will not be considered.

For further information about this position, please contact beijing.hrrecruitment@dfat.gov.au.

Please note that only applicants short-listed for interview will receive a written reply. If you have not received any communication from the Human Resources Section within four weeks after the close of application, please consider your application unsuccessful. Thank you for your understanding and your interest in working at the Australian Embassy.

Selection Criteria

Applicants should address all nine (9) of the selection criteria below, clearly outlining their claims and specific experience that makes them suitable for this position (maximum 2 pages).

- A demonstrated ability to communicate with high-level of fluency in both Mandarin and English (verbal and written), and strong abilities in both translation and interpreting.
- Demonstrated familiarity with public relations and public communications approaches.
- Demonstrated understanding of the Chinese media environment, including social media outlets and trends, and experience in dealing with Chinese media organisations to achieve positive and innovative PR outcomes.
- Demonstrated ability to work with limited direction; flexibility, adaptability and initiative; ability to prioritise a busy workload, work under pressure and to meet deadlines with close attention to detail.
- Demonstrated ability to communicate effectively orally and in writing, including effectiveness in negotiation, consultation, representation and contact building with internal and external stakeholders.
- A strong network of existing Chinese media contacts relevant to the work of the Embassy.
- Strong event management skills.
- Familiarity with the Australian Government's foreign and trade policy goals, and knowledge of Australia and the Australian arts and cultural scene.
- Knowledge of the Chinese arts and cultural scene is desirable.

Agency	DFAT
Position number	BJ1-038
Title	Senior Public Affairs and Culture Officer
Classification	LE5
Section	Public Affairs and Culture
Reports to (title)	Counsellor and First Secretary

About the Australian Government's 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

Senior Public Affairs and Culture Officer's job is to promote and raise the awareness of Australia in the Chinese media and the general public and maintain a positive image of Australia in the Chinese media and the general public through organizing media and cultural activities and events associated with senior visits and those involving literature/publishing, film, sports, cultural events and other key Embassy activities and cross-government initiatives.

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

- Provide high-quality media monitoring and reporting as required
- Develop and implement the Embassy youth engagement program.
- Develop and maintain strong contacts with Australian Study Centres in China, Chinese government agencies, local cultural organizations and other relevant stakeholders.
- Implement the Embassy science diplomacy strategy.
- Assist with organising public affairs and cultural events, including performances, receptions, speaking engagements by senior officers.
- Assist the section head to arrange visit programs and appointments.
- Provide translations of reasonably complex material from English to Chinese and Chinese to English.
- Under take informal interpreting, as required.
- Proof read outsourced translation tasks and work produced by colleagues.

Qualifications/Experience

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