

Position Description

Public Diplomacy Coordinator



Position Title	Public Diplomacy Coordinator
Work Area	Australia Awards in Indonesia
Supervisor	Public Diplomacy Manager
Incumbent	-

Tetra Tech International Development

Tetra Tech has a 40-year history in successfully delivering international development projects on behalf of donors right around the world. Our people work side by side with local partners to support stability, economic growth and good governance, positively changing people's lives.

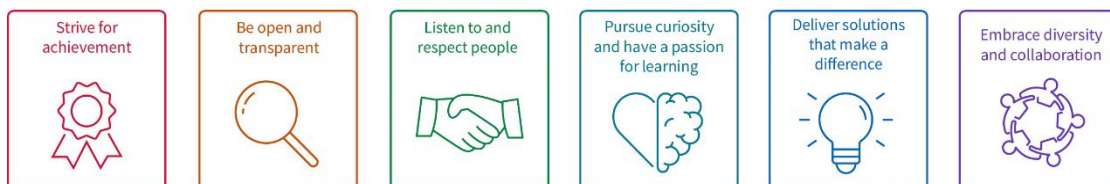
Tetra Tech International Development is part of global consulting firm Tetra Tech. The International Development team implements and manages projects designed to strengthen social and economic infrastructure and improve the lives of people in the Asia Pacific region.

Every Tetra Tech relationship is built on trust. Trust that is hard-earned through our proven expertise, our depth of global experience and our commitment to stay one step ahead. We create value throughout the project lifecycle and deliver vital international and local development projects for our clients. Our united group of specialists take enormous pride in collaborating with our project partners. By digging deeper. Thinking smarter. And seeing further. All so we can deliver the smartest solutions, every time.

We welcome applicants of all genders, disabilities, ages, ethnicities, and language group.

Our Values

We are a values-based organisation, and our values reflect who we are and what we stand for, and strengthen our engagement with colleagues, partners and clients through our shared values and behaviours.



Overview of [Work Area]

Australia Awards Indonesia (AAI) is managed by Tetra Tech International Development on behalf of the Department of Foreign Affairs and Trade (DFAT). Australia Awards is an integral part of Australia's development cooperation program with Indonesia and has enjoyed strong support from both governments for more than sixty years. Australia Awards addresses two key challenges: to fill a gap in the pool of individuals

with the higher-level capacity to contribute to Indonesia's development; and the need for a strong deep relationship based on mutual understanding between Australia and Indonesia.

Purpose and Objectives

Under the supervision of the Public Diplomacy Manager, the Public Diplomacy Coordinator is responsible for supporting and working closely with the Public Diplomacy Manager to plan and deliver inclusive public diplomatic events, contributing to the advancement of the Australian government's public diplomacy initiatives while also managing the management of budgets and resources allocated to public diplomacy activities.

Working relationships include:

- Public Diplomacy and Communications team members
 - Australia Awards Indonesia subprograms teams
 - Australian Embassy and Consulates-General in Indonesia, Indonesian government, Australian and Indonesian universities, alumni, scholars, vendors, Tetra Tech Communications team, and the public.
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Key Responsibilities

Key responsibilities include

1. Support and work closely with the Public Diplomacy Manager to plan and deliver inclusive public diplomatic events, contributing to the advancement of the Australian government's public diplomacy initiatives while also managing the management of budgets and resources allocated to public diplomacy activities.
 2. Coordinate engagement with stakeholders, including the Department of Foreign Affairs and Trade and its DFAT posts in Indonesia, Indonesian government representatives, international and local partners, universities, alumni, scholars, and the public. This coordination aims to elevate the visibility of the Australia Awards and Australia Global Alumni through strategic promotional activities and enhanced collaboration, fostering a positive public image.
 3. Work alongside the Communications Coordinator to manage the production, visibility and inclusivity of the Australia Awards Scholarships and Australia Global Alumni public diplomacy materials in accordance with the branding guidelines;
 4. Coordinate production schedules and maintain ongoing relationships with graphic designers, photographers, videographers and merchandise vendors;
 5. Manage and distribute merchandise and promotional materials promptly to ensure program needs are met and cost-effectiveness is maintained;
 6. Develop and manage various tools for managing promotional events (e.g. list of stakeholders, schedule of activities) to ensure the effectiveness and efficiency of the activities;
 7. Work closely with the Data team members to supervise the Casual Staff in compiling and cleansing alumni data who have participated in the Public Diplomacy events, and collaborate with Linkage and Enrichment team members to ensure accurate and updated information in the AAI database.
 8. Support the Public Diplomacy Manager in working with the Monitoring, Evaluation, Learning, and Data team to monitor the effectiveness of public diplomacy activities and measure their impact on target audiences. This includes collecting and analysing data to inform future program development and decision-making while also preparing reports on public diplomacy activities and achievements;
 9. Provide creative suggestions in the interest of the organisation;
 10. Manage and supervise casual staff; and
 11. Undertake any additional duties as may be required, within own skills and abilities.
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Selection Criteria

Qualifications

- Minimum requirement of an undergraduate degree, preferably in communication, journalism, marketing, English, or a related communication field
- Any equivalent combination of education, experience and training that provides the required knowledge, skills and abilities will be considered

Experience

- Minimum of five years experience in promotions, public diplomacy, communications, media or public relations
- Proven experience in coordinating and running successful promotional events for various stakeholders

Knowledge and Skills

- An understanding of the Australian Higher Education Sector
- Excellent planning skills
- Excellent inter-personal skills for building and maintaining relationships and delivering messages
- High-level proficiency in spoken and written English and Indonesian
- Good report-writing skills
- Familiarity with Windows operating systems
- High-level presentation skills for one-on-one meetings and group meetings
- Demonstrable knowledge and understanding of the emerging social media trends, platforms and applications

Personal Attributes

- Creative thinking and problem-solving skills
- Strong leadership skills
- Ability to work effectively with multiple individuals and manage several projects at once
- A keen eye for visual design and layout
- Ability to make creative suggestions in the interest of the organisation
- Excellent communication skills with emphasis on written and presentation skills
- Ability to manage a workload that involves multiple deadlines
- Ability to stay abreast of the current development issues and public diplomacy trends.

Code of Conduct

In accordance with Tetra Tech's Code of Conduct and Client Service Standards, all staff are expected to display professional behaviour, communicate respectfully, and perform their duties responsibly.

Child Protection

Tetra Tech is committed to protecting the rights of children. We reserve the right to conduct police checks and other screening procedures to ensure a child-safe environment.

Gender Equality, Disability and Social Inclusion

Tetra Tech International Development does not discriminate on the basis of ethnicity, race, colour, religion, disability, sex, sexual orientation, gender identity or expression, national origin, veteran status, marital status, or any other identity. We strongly encourage applications from minoritized groups and promise to ensure our application process is accessible and inclusive.

Preventing Sexual Exploitation, Abuse and Harassment

Tetra Tech International Development is committed to respectful workplaces and does not tolerate sexual exploitation, abuse or harassment of any kind.

A position description is not intended to limit the scope of a position but to highlight the key aspects of the position. The requirements of the position may be altered in order to meet the changing operational needs of Tetra Tech International Development.