

Position Description

Scholar Engagement Consultant



Position Title	Scholar Engagement Consultant
Work Area	Australia Awards PNG
Supervisor	Scholarships Specialist
Incumbent	Vacant

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.

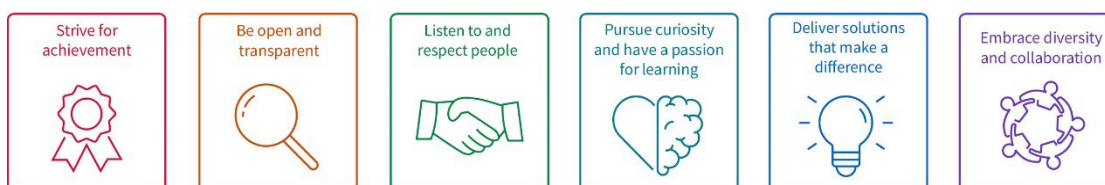
Tetra Tech International Development is part of global consulting firm Tetra Tech. The International Development team implements and manages projects designed to strengthen social and economic infrastructure and improve the lives of people in the Asia Pacific region.

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 Australia Awards PNG

Program Goal: To support Papua New Guinea to achieve its development goals through education, knowledge transfer, and institutional capacity building, and to build enduring relationships with Australia.

Objective: To support institution-to-institution partnerships and inclusive collaborations, forge people-to-people links, support high quality education, and strengthen accredited training institutions in PNG.

Australia Awards PNG supports Papua New Guinea to achieve its development goals through education, knowledge transfer, and institutional capacity building, through enduring relationships with Australia. This is achieved through institution-to-institution partnerships and inclusive collaborations that produce high quality education and strengthens accredited training institutions in PNG.

Purpose and Objectives

The Scholar Engagement Consultant is responsible for the design and implementation of scholar engagement workshops that will strengthen leadership capability, professional networking, reintegration planning and scholars' contribution to PNG's development priorities.

This is a short-term adviser position with up to 40 days of input over 12 months (with the possibility of extension).

Key responsibilities

The Scholar Engagement Consultant will be responsible for:

- Inception report outlining methodology, consultation plan and workshop framework.
- Needs assessment informed by consultation with scholars and program staff.
- Workshop curriculum and facilitator guide.
- Participant workbook and supporting resources.
- Delivery of up to 2 workshops across selected Australian locations.
- Workshop evaluation tools and post-workshop analysis.
- Final report including lessons learned and recommendations for future scholar engagement activities.

1. Workshop Design and Development

- Conduct a needs assessment and review existing scholar support programs, survey data, and stakeholder feedback
 - Design workshop curriculum, learning outcomes, session plans, participant resources, facilitator guides, and supporting materials
 - Ensure workshop materials are culturally appropriate and relevant to PNG scholars studying in Australia
 - Incorporate gender equality, disability inclusion, social inclusion (GEDSI), safeguarding, and wellbeing considerations throughout workshop content.
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2. Workshop Delivery

- Facilitate engaging face-to-face workshops.
 - Deliver sessions using adult learning and learner-centred approaches.
 - Create an inclusive learning environment that encourages participation and networking.
 - Adapt workshop delivery to different scholar cohorts and learning needs.
 - Manage workshop logistics in collaboration with the Australia Awards PNG team.
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3. Stakeholder Engagement

- Liaise with Australia Awards PNG staff, DFAT representatives, and relevant stakeholders.
 - Consult scholars and Australia Awards PNG Scholarships team to inform workshop design.
 - Work collaboratively with support service providers and university stakeholders where appropriate.
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Key responsibilities

- Incorporate stakeholder feedback into workshop improvements.
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4. Monitoring, Evaluation and Learning (MEL)

- Liaise with Australia Awards PNG MERL team to design workshop evaluation tools and participant feedback mechanisms.
 - Measure participant satisfaction and learning outcomes.
 - Analyse workshop feedback and prepare recommendations for future delivery.
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5. Safeguarding, Inclusion and Duty of Care

- Ensure compliance with Australia Awards and DFAT safeguarding requirements.
 - Promote safe, respectful, and inclusive learning environments.
 - Ensure materials are accessible and suitable for diverse participant needs.
 - Identify and appropriately respond to wellbeing concerns.
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Key working relationships

- AAPNG Scholarships team
 - Senior Coordinator, Scholar Engagement
 - Relevant DFAT representatives
 - Key external stakeholders
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Selection Criteria

- Tertiary qualification in education, human resource development, international development or a related field.
- Demonstrated experience designing and facilitating professional development workshops for adult audiences.
- Demonstrated ability to engage with diverse stakeholders including scholars, academic institutions and government agencies.
- Demonstrated ability to integrate GEDSI principles into learning and development initiatives.
- Ability to work independently and manage competing priorities within tight timeframes.
- Travel requirement: The position will require domestic travel within Australia to facilitate scholar engagement workshops and attend stakeholder meetings as required.

Desirable

- Experience working with Australia Awards, DFAT-funded programs or other scholarship programs.
 - Experience supporting student engagement, leadership development or alumni programs.
 - Understanding of PNG's development context.
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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.