

Position Description

Communications and Public Diplomacy Manager



Position Title	Communications and Public Diplomacy Manager
Work Area	Australia Awards Philippines (AAP)
Supervisor	Program Director
Incumbent	N/A

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.

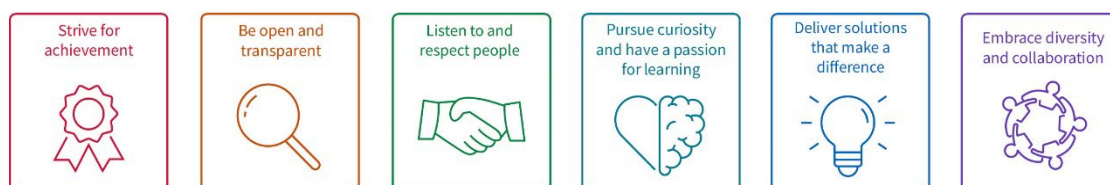
Tetra Tech International Development is part of global consulting firm Tetra Tech. The International Development team implements and manages projects designed to strengthen social and economic infrastructure and improve the lives of people in the Asia Pacific region.

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 takes 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 AAP

The Australia Awards Philippines (AAP) supports the selection, mobilisation and re-integration of Filipino Australia Award recipients. The investment will also support short courses, fellowships and learning visits, and

facilitate ongoing engagement between Australia and Australian-educated Filipino alumni. AAP will strengthen bilateral cooperation by fostering people-to-people and institutional links between Australia and the Philippines.

Purpose and Objectives

The Communications and Public Diplomacy Manager provides strategic leadership for Australia Awards Philippines' communications, public diplomacy, media and stakeholder engagement. The role strengthens understanding of the program's impact, supports Australia–Philippines bilateral relationships, protects the program's reputation, and ensures communications are evidence-based, inclusive, accessible and aligned with Australian Government and program priorities.

Key Responsibilities

Key responsibilities include:

Strategic Communications and Public Diplomacy

- Lead the development and implementation of the Australia Awards Philippines Communications and Public Diplomacy Strategy.
- Provide strategic communications advice to the Program Director and senior leadership team.
- Ensure communications activities support program objectives, stakeholder engagement and Australia–Philippines bilateral priorities.
- Identify opportunities to strengthen the profile, visibility and impact of Australia Awards Philippines.

Stakeholder Engagement

- Build and maintain effective relationships with DFAT, the Australian Embassy, Government of the Philippines agencies, alumni, media and key partners.
- Lead communications and stakeholder engagement activities that support public diplomacy outcomes.
- Manage media engagement, strategic messaging and reputational risks.
- Prepare speeches, briefing notes, key messages and communications materials for senior stakeholders.

Communications, Marketing and Digital Engagement

- Oversee the development and delivery of communication products, campaigns and promotional activities across digital, print, media and event platforms.
- Ensure communications are accurate, engaging, evidence-based and aligned with branding and quality standards.
- Lead scholarship promotion and alumni engagement campaigns.
- Oversee website and social media content and ensure effective audience engagement

Communications Planning, Monitoring and Reporting

- Develop annual communications plans and performance measures.
- Monitor communications effectiveness and stakeholder engagement outcomes.
- Analyse data and audience insights to inform continuous improvement.
- Contribute communications evidence and impact stories to program reporting and learning processes.

Other

- Lead and coordinate communications personnel, consultants and service providers as required.
 - Collaborate with program teams to integrate communications into program planning and delivery.
 - Promote safeguarding, inclusion, accessibility and ethical storytelling across all communications activities.
 - Contribute to strategic planning, continuous improvement and the achievement of program objectives.
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Selection Criteria

Qualifications

- Relevant tertiary qualification in Communications, Public Relations, Journalism, Marketing, International Relations or a related discipline.

Experience

- Demonstrated experience in strategic communications, public diplomacy, stakeholder engagement or media management.
- Experience developing and delivering communication strategies, campaigns and engagement activities.
- Experience providing communications advice and support to senior stakeholders.
- Experience working with government, development, education or other complex stakeholder environments.

Skills and Knowledge

- Strong understanding of strategic communications, public diplomacy and stakeholder engagement principles.
- Excellent written and verbal communication skills, including developing high-quality communication products for a range of audiences.
- Understanding of the Philippines context and the role of communications in supporting development outcomes.
- Strong stakeholder engagement, relationship management and influencing skills.

Personal Attributes

- Strategic thinker with sound judgement and initiative.
- Highly developed interpersonal and communication skills.
- Ability to manage competing priorities and deliver quality outcomes.
- Collaborative, adaptable and solutions focused.
- High level of professionalism, attention to detail and integrity.

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 minoritised groups and promise to ensure our application process is accessible and inclusive.

Preventing Sexual Exploitation, Abuse and Harassment

Tetra Tech has a zero-tolerance approach to sexual exploitation, abuse and harassment ('SEAH'), child abuse and exploitation, modern slavery and safeguarding related retaliation, and this zero-tolerance extends to inaction. Tetra Tech is committed to being a child safe organisation, and to promoting a culture that supports gender equality, and addresses the gendered drivers of violence against women and children. It is committed to fostering a culture where we prevent and respond decisively and appropriately to harm against people, and that all people are treated with dignity and respect, irrespective of country, program, or office where we work. This will require compliance with Tetra Tech's Safeguarding and other Codes of Conduct and our associated safeguarding policies (Child Protection and Child Safety, Prevention of Sexual Exploitation, Abuse and Harassment (PSEAH) policy and procedure, and Modern Slavery. Any successful applicants will be required to undertake satisfactory referee and criminal record checks prior to being appointed to any position.

Tetra Tech does not charge money or any kind of fee at any stage of the recruitment process (this includes applications, interviews, meetings, processing, administration, service and training). Tetra Tech will never ask for your sensitive information, such as bank account or other login details, including username or password.

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.