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| **Agency** | Australian Office, Taipei  |
| **Position number** | TP005 |
| **Title** | Communications and Policy Officer |
| **Classification** | LE4 |
| **Section** | Economic and Policy Section |
| **Reports to (title)** | Manager, Policy Unit  |

**About the position**

The Communications and Policy Officer will provide policy support to the Economic and Policy Section, especially in the areas of economic and foreign policy, and other Australian priority areas. In addition to policy research and support for visit programs, the position will also be responsible for delivery of Australian Office external communications, including through social media, speech preparation and events delivery.

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

* Develop and implement the Australian Office’s social media strategy, including the preparation of social media plans, creation of visual assets (photography and video) and analysis of social media statistics.
* Conduct research and prepare analytical reports on economic, foreign policy, trade and investment and other policy developments, in both Chinese and English.
* Build and maintain a broad network of contacts within government, foreign representatives, politicians, and business representatives, and establish effective relationships.
* Support the delivery of Australian Office public events and communications activities.
* Translate Chinese-language articles and correspondence as required.
* Coordinate logistics and draft visit programs, including making appointments, preparing talking points and biographies and providing advice on meetings and events.

**Qualifications/Experience**

* Fluency in English and high level of proficiency in spoken Mandarin and written Chinese.
* Excellent understanding of Taiwan’s media, political and economic landscape.
* Tertiary degree in relevant area.
* Ability to deliver strong oral and written analysis of political and economic issues.
* Strong organisation, time management skills, ability to multi-task and reprioritise in response to changing requirements.
* Strong negotiation, written and spoken communication skills.
* Strong computer skills and previous experience using Microsoft Office, electronic data management systems, design, photo and video editing software (or willingness to learn).
* Proficiency in writing reports and arranging meetings.
* Experience in event management and/or official visits.
* Experience in implementing a social media strategy.