



Tourism & Transport Forum: Position Description

PUBLIC AFFAIRS OFFICER

The **Tourism and Transport Forum (TTF)** is the national peak advocacy body for the tourism, transport aviation and infrastructure sectors. It is a CEO forum representing the business interests of 200 leading Australian companies. TTF uses its experience and networks to achieve policy outcomes and to support the delivery of major infrastructure projects. Our Members' interests include transport, investment, property development, finance, retail, hospitality, education, tourism and major events. It is a division of Advocacy Services Australia Ltd.

The Public Affairs Officer will assist the National Manager, Research and Strategy to develop networks with government across all states and territories and at the federal level. The role will assist in guiding the strategic direction of TTF, working closely with policy and media teams. It is expected that the role will also involve the preparation of member communications, briefing notes for ministers and speech writing.

The role would suit someone with 2-3 years experience in a political role, with strong writing skills and a desire to work across both the government and corporate sectors.

TTF is a dynamic work environment and is an organisation committed to principles of equal opportunity in employment.

Position:	Public Affairs Officer
Reporting to:	National Manager, Research and Strategy This position will form part of the TTF Research and Strategy team.
Key Outcomes:	<ol style="list-style-type: none"> 1. Devising a comprehensive government relations strategy (including state and federal election strategies) and delivery of these strategies 2. In conjunction with the National Manager devising a government relations strategy for use by policy teams 3. Successful communications which promote TTF's advocacy objectives including annual reports, policy papers, key messages, and ministerial correspondence and briefing notes 4. Maintenance of a database of government relations contacts 5. Input into TTF policies that span policy teams 6. Preparation of timely and effective speeches and presentations, as required. 7. Growth and development of superior external and internal relationships, especially with Members and government stakeholders

Key Relationships:	Help develop and grow relationships with: <ol style="list-style-type: none"> 1. Government stakeholders, especially in Queensland, Victoria and South Australia and in Central Ministerial Offices (e.g. Treasury) 2. TTF Members, with a focus on the public affairs/corporate communications representatives 3. Other relevant industry associations 4. TTF staff 5. Working with the Media Manager to ensure consistent presentation of TTF policy
Duties:	Reporting to the National Manager, Research and Strategy, the Employee's duties include: <ol style="list-style-type: none"> 1. Assist in the development of TTF political and government relations strategy, especially around state, territory and federal elections 2. The development and maintenance of a government relations contact database, especially updating to monitor turnover within offices and/ or reshuffles 3. Work with the National Manager, Research & Strategy and the policy teams to ensure networks with government contacts are systematically maintained 4. Assist the national manager in developing TTF policies and advocacy in the areas of Skills and Labour, Climate Change and International Education amongst others 5. Assist in government liaison around key TTF events, including the Annual Leadership Summit in Canberra. 6. The preparation of a range of communications to meet the needs of the business including speeches, input to quarterly Board papers, ministerial letters, briefing notes, annual reports and presentations. 7. Preparing correspondence with stakeholders including Government stakeholders. 8. Editing communication material prepared by the policy teams including budget submissions, policy papers, ministerial correspondence etc 9. Making a positive contribution to the corporate culture of the company. 10. Undertaking other relevant duties as assigned by the National Manager Research & Strategy or the Executive Director.
Required attributes:	<ol style="list-style-type: none"> 1. An appreciation of policy development and political strategy 2. Excellent analytical and communication skills 3. Demonstrated ability to work effectively under pressure as part of a team or independently to meet deadlines, organise work and set priorities 4. Articulate and outgoing, willing to develop networks and liaise with Government contacts and TTF members 5. The ability to work in a team or independently and to apply initiative and sound judgment 6. Excellent writing, presentation and interpersonal skills 7. Two to three years experience in a political office or equivalent 8. Knowledge of the Australian political system

	<p>9. An understanding of the operation of member based organisations</p> <p>10. Working knowledge of the Microsoft Office suite of programs. Excellent presentation and interpersonal skills</p>
Additional Requirements:	<p>1. The position is Sydney based</p> <p>2. Intra and interstate travel will occasionally be required</p> <p>3. Working outside normal office hours will be required</p>
Employment Term:	<p>Two year contract to begin as soon as possible, which may be renewable.</p> <p>A four month probationary period from the commencement date will apply and during this time the agreement can be terminated by either party without notice or penalty.</p>
Remuneration:	<p>Remuneration will be a gross salary package negotiated on relevant skills and experience. It will include superannuation, leave loading, sick leave, holiday pay and any other statutory entitlements.</p> <p>Remuneration will be reviewed annually in accordance with a performance review program.</p>
Performance bonus:	<p>A modest performance bonus may be accessed as agreed by the Board of Directors.</p>
Performance Review:	<p>A formal performance review will take place at least each twelve months to:</p> <ul style="list-style-type: none"> • review achievements; • set future work programs; • agree key performance assessment criteria; and • discuss remuneration.
Annual leave:	<p>The annual leave entitlement is 20 days per annum accrued on a pro-rata basis. TTF practice is to maximise the Christmas period for staff holidays.</p>
Personal Leave:	<p>Ten (10) days per annum. This covers sick leave and carers leave.</p>

How to apply:

Applicants for this position must address the required attributes in the job description.

Applications should be sent to:

Email: careers@ttf.org.au

Mail: Human Resources Manager

Tourism & Transport Forum

PO Box R1804

Royal Exchange

SYDNEY NSW 1225

For further information please contact Euan Robertson, National Manager Research & Strategy on telephone 02 9240 2000 or by email careers@ttf.org.au.