

Communications Coordinator – Media and Editorial

Start Date	Immediate	Duration	Fixed-Term Full-time to June 2027
Location	Port Moresby, Papua New Guinea	Reports To	Communications Manager – Media and Editorial

Palladium is a global development and consulting firm, part of the GSI Consulting Group, working alongside some of the world's leading project management and engineering organisations. We partner with governments, businesses, investors and communities to design and deliver complex programs that create lasting impact. With a presence across more than 90 countries, Palladium offers the opportunity to work on meaningful challenges, alongside talented colleagues, in environments where your work can truly make a difference.

Pacific Labour Mobility Support Program

The Pacific Australia Labour Mobility (PALM) scheme is a signature initiative for the Australian Government that enables workers from 9 Pacific Island Countries (PICs) and Timor-Leste to work in priority sectors in Australia. The Pacific Labour Mobility Support Program (PLMSP) builds on the successes of the Pacific Labour Facility (PLF) program, with a renewed focus on the provision of tailored support to worker sending countries to address their specific needs and priorities. Palladium is contracted to deliver PLMSP on behalf of Department of Foreign Affairs and Trade (DFAT).

PLMSP's role is to provide DFAT and governments in 9 PICs and Timor-Leste with support to enable workers to access PALM scheme in inclusive ways that maximise the benefits for the workers and national economies while minimising risks from labour mobility participation. PLMSP's primary functions include capacity building for PALM scheme labour sending units; skills development and training for PALM workers; support for returning PALM workers and their families; information system management; monitoring, evaluation, research and learning; and communications.

Purpose of Position

The Communications Coordinator - Media and Editorial will support PLMSP's media, stakeholder engagement and communications activities in Papua New Guinea. The role will help strengthen understanding of labour mobility, support the sustainable expansion of the Pacific Australia Labour Mobility (PALM) scheme, protect the scheme's reputation and provide clear and timely information to labour mobility stakeholders in Papua New Guinea and Australia.

The position will work closely with colleagues across PLMSP, the Australian High Commission, DFAT, and PNG Labour Mobility Unit (LMU) to draft engaging materials for audiences in Papua New Guinea and Australia. These materials will support communication and awareness activities that increase understanding of labour mobility in Papua New Guinea.

The role will collaborate closely with the LMU, including supporting the management of the LMU website, providing capacity building and training where appropriate, and contributing to the development and implementation of a communications workplan aligned with the PNG-Australia PALM Growth Plan.

The role is expected to model PLMSP's PROUD values by communicating with positivity, respect, openness, unwavering integrity, and a commitment to diversity and inclusion across all media, stakeholder engagement and public awareness activities.

Primary Responsibilities

The primary responsibilities of the Media and Editorial Coordinator can be broadly described as follows:

- Develop and implement a communications and awareness plan for the LMU and Australian High Commission.
- Draft locally relevant media and engagement materials across a range of print, broadcast and digital formats including media releases, trade and industry content, backgrounders and FAQs, ministerial talking points, and digital and social media content.
- Identify communication risks and develop contextualised messaging and mitigation strategies.
- Draft case studies and good news content, develop key message documents, prepare presentations and support targeted information products for different stakeholders, ensuring content is accurate, respectful and culturally appropriate.
- Maintain high editorial standards across the PLMSP, including via proof-reading and editing.
- Identify story leads and manage content gathering activities.
- Work with the LMU and liaise with a range of stakeholders including media, the Government of PNG, DFAT, employers, workers and community groups.
- Maintain an understanding of Pacific, PNG and regional Australian contexts and make appropriate recommendations to build community awareness and understanding of the PALM scheme.
- Ensure messaging is consistent across PALM scheme stakeholders and adapt information materials for different audiences.
- Support media monitoring activities in PNG
- Support social media management, including supporting the LMU to manage the website.
- Use AI, data and technology appropriately to improve communication, coordination and content development while maintaining accuracy, integrity and good judgement.

Relationships, Communication & Development:

- Develop and maintain client and stakeholder relationships across assignments and maintain professional, respectful and effective relationships with your colleagues.
- Proactively lead internal initiatives to seek improvements, encouraging team participation and sharing of new ideas.
- Support the PNG LMU communication officer through capacity building and contribute meaningfully to public advocacy and awareness activities.
- Train or buddy more junior colleagues; as well as support the onboarding and training of project teams on company policies and guidelines.
- Focus on self-development by assessing individual contribution against the capability framework, welcoming and embracing regular feedback from others and developing skills in providing balanced feedback to others.
- Create, promote and maintain an equitable, diverse and inclusive work environment by respecting the views of others, listening with empathy and resolving differences constructively.

Other

- Other tasks as reasonably requested by the Communications Manager – Media and Editorial.
- Travel locally and internationally, as required.

- Advocate for Australian development priorities.
- Foster equality, diversity and inclusion, drawing on capabilities from within the country/region wherever possible.
- Comply with, and advocate for, DFAT's policies in all aspects of implementation, including gender, disability, fraud and anti-corruption, PSEAH, child protection and environmental and social safeguards. This includes incorporating policy principles into planning and everyday work, promoting process improvements, and reporting concerns to your line manager or Palladium's Integrity Hotline (details on Palladium website).
- Operate with high levels of integrity, consistent with the intent of DFAT's Ethics, Integrity and Professional Standards Policy Manual.

Reporting Requirements

This role reports into the regional Communications Manager and PNG Engagement Manager. Reporting requirements may include but are not limited to:

- Attendance at team meetings, other requested meetings and regional meetings (e.g. townhalls).
- Regular one-to-one meetings with your line manager, at least monthly, to discuss Key Result Areas (KRAs), work priorities, career development and any other relevant matters.

Qualifications and Experience Required

- Tertiary qualifications in a relevant discipline such as Journalism, Media, Communications or similar; or an equivalent combination of relevant experience and/or education.
- At least four years' relevant work experience in journalism, communications or media advisory work.
- Exceptional writing and editing skills.
- An understanding of media environments, particularly in regional Australia, the Pacific and PNG.
- Experience working with a range of government and non-government stakeholders.
- Skilled in using Microsoft Office software.
- Fluency in written and spoken English.
- Experience producing or coordinating photo and video content, including working with others to gather content where appropriate.
- Design skills and ability to use Adobe Creative Suite (InDesign, Illustrator, Photoshop).
- Experience in using digital media and producing content to build an online audience.

Due to the evolving nature of the program, the role holder may be asked to undertake duties that fall outside the original Terms of Reference where this is reasonably required to support the ongoing success of the program. Where this is required, the following will apply:

- The role holder has the skills and experience to perform the duties.
- This arrangement will be short term in nature.

Core Capabilities

Palladium's Core Capability Framework for APAC Projects outlines the standard of performance and behaviours expected at each level within the organisation. It also provides a benchmark for assessing areas

of potential strength as well as the identification of potential skill gaps or areas for development and improvement.

The Capability Framework forms the basis of how we recruit, how we lead and the behaviours we exhibit, how we manage performance excellence and develop our future workforce.

Our capabilities link to a number of other processes, policies and guidelines including:

- Performance management/ performance excellence - setting and maintaining standards and helping employees excel and develop
- Career Pathways including our Career Progression Framework
- Organisational design – identifying any skills gaps, outlining job roles and responsibilities
- Development, growth, learning, and training
- Sustainable business – going beyond compliance to ensure sustainable and ethical considerations are woven throughout everything we do. This aligns equity, diversity and inclusion; safeguarding; and environmental objectives

Equity, Diversity & Inclusion

Palladium is committed to embedding equity, diversity and inclusion across all activities. We promote a diverse and inclusive workforce and ensure all applicants and employees are treated fairly and equally, regardless of background or personal characteristics. We encourage applications from all individuals and provide reasonable adjustments or accommodations where required.

Safeguarding

Palladium maintains a zero-tolerance approach to all forms of harm, including sexual exploitation, abuse, harassment, child abuse, and human trafficking. We are committed to protecting our people, partners, and communities and ensuring safe and respectful environments. All personnel are expected to uphold safeguarding standards, with successful candidates subject to enhanced screening, including safeguarding-focused assessments and due diligence, in line with Palladium's Code of Conduct and safeguarding policies.