

## Position Description: Communications Expert

Assignment number: PPG011217

<b>Partner Organisation</b>	Bank of Papua New Guinea (BPNG)
<b>Assignment Summary</b>	Support the first phase of the Bank of PNG's Transformation program needed to set the Bank up for success in delivering on its Vision 2050 and Strategic Plan (2024 – 2025), including providing expertise, advice and capability uplift to existing staff. This will entail working together with other ABV SBPs to enable BPNG personnel to produce the outcomes they are seeking. This will include developing a BPNG communication strategy and rollout plan that supports the transformation of BPNG through the strategic shifts targeted in Vision 2050 and its Implementation Pathway.
<b>Key dates (exact dates TBC)</b>	8-month duration, with in person and online mentoring and support over Dec 2024 - Jul 2025 Travel dates: <ul style="list-style-type: none"> <li>○ Trip 1 (3 weeks) in late Jan - Feb 2025</li> <li>○ Trip 2 (3 weeks) in April 2025</li> <li>○ Trip 3 (2 weeks) in June 2025</li> </ul> <p><b><i>These timeframes are subject to change so some flexibility will be needed</i></b></p>
<b>Approximate time commitment</b>	While in-country the time commitment is standard full-time work hours.  Additional online/remote work will be required before and after travel, on an as needed basis. This is estimated to be flexibly 1 day per week depending on the BPNG team requirements.

**Assignment mode/location:** Online/remote and in-country (Port Moresby, PNG)

### Purpose of the role:

The Bank of PNG's new Vision 2050 and Strategy (2024 – 2025) have been approved. BPNG have requested support from ABV to assist the implementation of the Strategic programs of work, including the accompanying Transformation. This is a renewed partnership between ABV and BPNG, building on previous years of successfully working together to build the institution's capability.

The Communications Expert will work closely over 8 months with other ABV Volunteers, determined from time to time by BPNG in consultation with ABV. The Volunteer will be supporting BPNG in the initial phase of their Transformation program by providing technical expertise including capability uplift for BPNG staff to design and deliver the communications strategy supporting the strategic transformation of the Bank. They will facilitate and build capability for the creation of a comprehensive communication plan that aligns with Vision 2050 and the 2024-2025 Strategy. They will ensure the plan supports the Transformation objectives and both internal and external engagement.

### Role Deliverables:

Work with the Governor, ExCo and Strategy Management Office, and other ABV Volunteers to develop a communications strategy and roadmap (leveraging any other work already done in this space) to promote Vision 2050,

the 2024-2025 Strategy and the Transformation to BPNG staff and stakeholders, including support for how to present monetary policy statements and guidance for various external stakeholders.

Develop key activities including but not limited to:

- Identify and engage key stakeholders to ensure alignment, engagement and support for the Strategy implementation.
- Engage with BPNG staff and leadership and formalise working relationships.
- Support Operational Roadmap development, embedding a holistic and systemic approach that includes and addresses organisational development and GESI-sensitive matters and issues.
- Work closely with the BPNG executives and staff to ensure strategic and tactical alignment in messaging and communication methods.
- Support design of the communications work program for the next 12 to 24 months.
- Upskill and coach BPNG staff in the development of communications products.
- Facilitate learning and capability building for BPNG staff and executives, including the design of workshops and other interventions.
- Provide in-person and remote coaching and mentoring to BPNG staff and leadership.
- Monitor, evaluate and report on the effectiveness of communication strategies and provide guidance and assistance to BPNG staff as they execute them

While these are the core activities of this assignment, the Volunteer is to remain adaptive to other ways to support the outcomes being sought by BPNG and also the overarching ABV/ BPNG program and assignment objectives

### **Selection Criteria:**

- At least 5 years of senior level experience leading an enterprise or significant program communication unit, particularly where developing capability from a low base was necessary.
- Proven track record in strategic communication planning and execution to support organisational transformation and change
- Proven ability to develop and lead complex internal and external communication strategies including public interest publications such as monetary policy statements, economic bulletins and policy announcements.
- Expertise in managing high-stakes communication and crisis situations.
- Exceptional written and verbal communication skills.
- Experience using a variety of platforms (government statutory releases, websites, articles, media, social media, public forums)
- Experience tailoring communications in the PNG/Pacific context.
- Experience building individual capability in others for both communication and interpersonal skills.
- Awareness and sensitivity to diverse cultural and organisational dynamics.
- Familiarity with/willingness to learn GESI principles and application to enterprise transformation communications.
- Willingness to commit to long-term online coaching over the term of the assignment.
- Desirable experience: coaching and mentoring senior leaders and executives in person and remotely.

### **Prerequisites for undertaking volunteering Assignments:**

- To register with ABV (if not already registered):
  - ✓ At least 5 years relevant professional experience
  - ✓ You must be an Australian citizen or Australian permanent resident residing in Australia. Australian Citizens residing overseas may be considered on a case by case basis.
  - ✓ Willingness to apply for police check and Working with Children Check
  - ✓ Willingness to be interviewed and have references checked
- Once you have passed registration phase:

- ✓ Willingness to interview for the role with ABV program staff
- ✓ Acceptable police check and Working with Children Check
- ✓ Sign the ABV Letter of Agreement (Code of Conduct, etc)
- ✓ Medical check (external and ABV), compliance with all travel, entry and in-country requirements (where required).
- ✓ You are expected to abide by any COVID regulations of the destination country or the partner organisation with whom you may work. These regulations will be made known to you.

## How to Apply:

Please submit your expression of Interest to [recruitment@abv.org.au](mailto:recruitment@abv.org.au) by **28 October 2024**, confirming the following:

- The Role name and Assignment Number
- Confirmation that you are a registered volunteer with ABV **or** are willing to go through ABV's screening process to become a registered volunteer.
- If you are a Registered Volunteer - send a response to the selection criteria for the role, confirming you have relevant skills and experience.
- If you are not a Registered Volunteer – send your CV with a response to the selection criteria for the role, confirming you have relevant skills and experience.
- If there are any special considerations, we would need to make for you.

### ***What will happen next?***

- ABV will review all applications as they are received.
- Shortlisted candidates will be sent a Terms of Reference (ToR) document (aka Assignment Description) and asked to confirm they believe they can fulfil the role requirements.
- Candidates will be advised whether they are shortlisted for interview.
- Shortlisted candidates will be interviewed by ABV and the Program Partner.

ABV is an equal opportunity employer and Aboriginal & Torres Strait Islander peoples, people from culturally & linguistically diverse (CALD) backgrounds are encouraged to apply for this position.