

## “How do I register with you?”

If you are a public affairs officer, send us your CV as a word document and we'll check to make sure you have the skills our clients are looking for.

We'll then arrange to meet with you to determine your skills and experience in the public affairs field, your career goals and the organisations you'd like to work for.

After the meeting we'll add you to our *Job Alert!* distribution list which provides you with a weekly wrap-up of the permanent, contract, and temporary jobs handled by the Company.

For more information go to [How do I register?](#)

## “I'd like a job in the public service”

People often confuse "public affairs" with the "public sector" and expect us to find them a job with the Government. While we place candidates in government, we also place them in the other four sectors: industry associations, not-for-profit, education and private sector.

"Public affairs" is a generic term covering a range of disciplines in the media, marketing and PR fields. Often, those in the industry don't realise they are in the public affairs field!

## “Which organisations do you place people with?”

We place people with, and receive enquiries for staff from:

- the range of Commonwealth Government Departments and agencies, statutory authorities, executive authorities;
- State Government Departments and their agencies;
- Private Sector organisations (industry lobby groups, public relations companies, design companies, advertising agencies);
- Educational Organisations (universities, secondary schools);
- Not-for-Profit Organisations;

...and we regularly receive international enquiries about the company.

## “Do you place people in Sydney/Melbourne/Brisbane/Perth?”

We currently operate within and from Canberra, but we are planning to operate nationally. Public affairs officers have very portable skills, so we are looking to be in a position to place them in metropolitan and major regional centres as the company grows.

Our expanding client base means we have undertaken placement work in Melbourne and Brisbane with enquiries from Perth as well. We are developing our contact base in the State capitals with the intention of operating in each in the future to provide public affairs officers with the widest possible choice of location to undertake their chosen career path.

## “I'm in sales and marketing. Do you have any marketing jobs?”

Sales and marketing is a different field to PR and marketing - particularly if you are looking for work in the Government/public sector. "Sales and marketing" skills have more relevance to retail environments.

The term "marketing" as used in the public sector sense relates to the promulgation of information relating to the rights, entitlements and obligations of the general public in relation to the delivery of Government services.

That is not to say the skills aren't related or if you do one, you cannot move into the other field. It means you need to know and appreciate the different terminology and what it means to the type of potential employer you wish to work for. You need to speak the right language to a potential employer for them to see that you have the skills, experience and understanding they are looking for.

## “Do You Call Me When You Find a Job suitable for Me?”

In a word, no. We don't ring every candidate about roles that might suit them.

Why not? Although we have met with all of our candidates - some 1700 at last count - we do expect them to take responsibility for reading the information we publish weekly in the *Job Alert!* about the roles we are handling and let us know when something is of interest or appeals.

The weekly *Job Alert!* is our main channel of communication with candidates about what roles are available..

- We put every piece of information we have in the *Job Alert!* so it is the first port of call if you want to know what is available.

We expect candidates to keep a keen eye on the *Job Alert!* when it is issued on Friday afternoon and let us know which roles they are qualified for and available to be considered for - preferably by email by Monday so we can start selecting a shortlist on Monday.

However, having said that, by virtue of being a candidate and your CV being in our system, you will automatically be considered when we are checking skills and experience.

- An issue that we often come across though is that not all experience makes it in to a CV or is advised to us during our discussion and no matter how hard we search our databases, if it isn't there, we can't find it.
- We need candidates to let us know if they have relevant experience that isn't in their CV.

We also encourage candidates to let us know about any jobs we handle that they are particularly interested in so that we can add them to the job for consideration.

## Other Assistance

If you need further assistance, feel free to contact us by phone or email.

## “Do you have any good public affairs officers on your books?”

We literally have thousands of registered candidates on our books.

Yes, they are "good", but we need to know what you want them to be good at:

- Media liaison?
- Publications?
- Editing?
- Developing and implementing communication strategies?
- Issues Management?
- Some or all of the above?

Do you want them to be senior people or are you looking for a junior to train? A "good" senior person is a lot different to a "good" graduate.

The key issue however is always availability – we have many skilled, experienced people, however they may not be available at the time you need them to be.