

## Definition

Is a public affairs practitioner who performs normal public affairs work and exercises individual public affairs knowledge, skills, public affairs judgement and initiative in the application of public affairs principles and procedures under the routine public affairs supervision of a higher level Public Affairs Officer.

## Features

This level is the formation phase of a Public Affairs Officer. It includes new graduates, trainees, those who have completed a cadetship or graded practitioners who may lack practical experience in the application of their public affairs knowledge in the public sector.

The work requires initiative and public affairs judgement. Since experience may be limited, this level is normally expected to apply established principles and procedures in preparing material of a standard suitable to the particular needs of the agency.

Initially, work is subject to routine public affairs supervision. As experience is gained, the contribution and the level of public affairs judgement expected at this level increases and public affairs supervision decreases until a wide range of public affair tasks can be performed with little supervision.

After gaining considerable experience, persons at this level may advise and guide less experienced Public Affairs Officers. They may be required to provide general supervision to and/or train administrative and other non public affairs staff involved in public affairs matters.

Staff may be required to develop and apply new procedures learnt during their undergraduate course, cadetship, traineeship or later; however, decisions to incorporate such new procedures into normal public affairs work would be taken at a higher level.

At this level persons are required to use VDTs in the creation and/or editing of editorial matter, including VDT applications, as appropriate, to design of art and copy layouts of material for visual communications such as books, pamphlets, brochures, film, video, photographic and audio visual presentations.

Practitioners at this level are expected to be conversant with, and competent in the use of, photographic, video and film cameras and equipment for use in the field, studio or darkroom or creative artistry equipment and tools.

## Typical Duties

The duties listed below are typical of this work level.

- Prepare material for publications, including
  - o liaising with persons both inside and outside the agency on inputs to publications;
  - o carrying out research into material for publication such as collecting and verifying material, taking photographs and filming or videoing events, sound recording and lighting subject material, editing or processing recorded or photographed material as appropriate;
  - o designing, laying out, initially preparing artwork and liaising with suppliers in the production of publications.
- As directed, operate independently on lengthy assignments away from headquarters.
- Assist with liaison, for purposes of writing, photographic and film/video assignments, with overseas or Australian VIPs travelling within Australia.