

# PUBLIC AFFAIRS ADVISER

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## About Infrastructure Partnerships Australia

Infrastructure Partnerships Australia is an industry think tank and an executive member network, providing research focused on excellence in social and economic infrastructure. We exist to shape public debate and drive reform for the national interest.

## About the role

Australia's leading infrastructure think tank is looking for a specialist in the fields of media, communications and/or government relations to join its team of public affairs professionals.

If you are interested in policy advocacy or have experience as a media advisor or journalist, we encourage you to apply.

## Responsibilities

- Drafting proactive media and engagement strategies for report and data product releases
- Assisting the Director of External Affairs in the development and implementation of public affairs campaigns, media and government relations strategy
- Maintaining active relationships with journalists covering national and metro media markets, including managing all media enquiries
- Researching, writing/preparing and distributing media releases
- Daily monitoring and tracking of media relevant to the infrastructure sector
- Developing and maintaining factsheets and media briefs on issues relevant to the infrastructure sector
- Manage preparation and distribution of member communications, including IPA's weekly Members' Newsletter
- Coordinating state infrastructure weeks, new MP engagement sessions, and pre-election engagement programs
- Keeping government advisor and MP lists updated in the CRM and ensuring engagement KPIs are logged and presented to the ELT monthly
- Building and managing existing relationships with political stakeholders, and escalating issues of relevance to the Director, External Affairs for resolution
- Assisting with the delivery of public affairs support and media coverage for Infrastructure Partnerships Australia's major events and Symposiums
- Ensuring Infrastructure Partnerships Australia has appropriate national engagement with relevant government representatives across political and bureaucratic verticals

- Assisting the Executive Leadership Team to coordinate government relations, through management of the agenda and outputs from the monthly government engagement meetings
- Undertaking other relevant duties as assigned by the Director, External Affairs

### To apply

Please send a covering letter and CV to Boronia Blow, Director, External Affairs at [boronia.blow@infrastructure.org.au](mailto:boronia.blow@infrastructure.org.au)