POSITION DESCRIPTION

Title	Regional Manager, PacificAus Sports Program
Department	PacificAus Sports - a DFAT investment led by the AOC, delivered in partnership with Paralympics Australia (PA) and Commonwealth Games Australia (CGA) as "Team Australia"
Reporting to	Project Director, Pacific Partnership
Location	Based in the Pacific region (Fiji or another regional hub), with regular travel across Pacific Island countries and to the AOC office in Sydney
Employment	Full-time, independent contract agreement until June 2030.

PURPOSE

The Regional Manager, Pacific, supports the Australian Olympic Committee's contribution to PacificAus Sports Road to Brisbane 2032, a Department of Foreign Affairs and Trade (DFAT) investment for which the AOC is the lead delivery agency, working alongside Paralympics Australia (PA) and Commonwealth Games Australia (CGA) under the combined "Team Australia" partnership.

The role strengthens Olympic, Paralympic and Commonwealth Games pathways across the Pacific and supports athlete, coach and administrator development ahead of LA28 and Brisbane 2032.

The primary role is the AOC's primary in-region representative and is accountable for communications and public relations, program delivery, stakeholder engagement, and events that build the profile, reputation and influence of the Australian Government and its Pacific partnerships.

KEY ACCOUNTABILITIES

Strategic Communications and public relations

- Develop and manage the in-region strategic communications and public relations approach for PacificAus Sports, working closely with the Project Director and Team Australia Communications teams to ensure alignment with messaging and brand standards.
- Manage media relations across the region, including proactive story development, media enquiries and interview coordination.
- Produce and oversee digital and social content, partner communications, and program collateral that reflect PAS brand and messaging standards.
- Prepare briefing materials, speeches and public statements for PAS representatives engaging with Pacific stakeholders.

Monitoring, Evaluation and Learning

- Maintain reporting and tracking in line with DFAT's Monitoring, Evaluation and Learning (MEL) requirements for the programme.
- Coordinate collection and timely submission of monitoring data and progress reports to DFAT.
- Support DFAT-commissioned reviews and evaluations, including providing timely data and stakeholder facilitation as required.

Regional strategy and program support

- Support local Pacific delivery of the agreed PacificAus Sports programme, including annual work plans, budgets and reporting against agreed outcomes.
- Support high performance initiatives in partnership with Pacific NOCs, NPCs Regional Sports Federations and NFs.
- Identify and pursue opportunities to expand the Team Australia's presence, influence and partnerships across the region.
- Monitor program risk, compliance and expenditure, and report regularly to the Project Director as required.

Stakeholder and partnership management

- Build and maintain strong relationships with Pacific NOCs, NFs, the Oceania National Olympic Committees (ONOC), Oceania Paralympic Committee (OPC) Australian Government agencies (including DFAT), and other funding and delivery partners.
- Coordinate closely with Team Australia partners, Paralympics Australia and Commonwealth Games Australia, to ensure a unified approach to Pacific engagement and storytelling.
- Represent the PAS/AOC at regional forums, meetings and events, and support the Project Director as a point of contact for Pacific partners.
- Work collaboratively with AOC PacificAus Sports and international relations teams to align regional activity with broader DFAT/PSA strategies.

Major Games and governance structures

- Apply working knowledge of Oceania sport structures, including ONOC, OPC and Pacific Games arrangements, to guide program and partnership decisions.
- Contribute regional expertise to major Games delivery planning, including Pacific Games, Pacific Mini Games, Commonwealth Games, Paralympic Games, and Olympic and Youth Olympic Games cycles.
- Maintain a strong working knowledge of National Olympic Committee (NOC) and International Olympic Committee (IOC) structures, and how PAS and Pacific NOC activity aligns with these.

Governance and reporting

- Provide timely and accurate reporting on program delivery, budget performance and stakeholder engagement.
- Ensure all activity is delivered in line with AOC/DFAT policies, including data handling, financial delegation and IT governance requirements.

SELECTION CRITERIA

Qualifications and experience

- Tertiary qualification in sport management, international relations, communications or a related discipline.
- Minimum five years' experience in Pacific sport, gained with a National Olympic Committee, National Federation, government sport agency, or comparable regional sporting body.
- Demonstrated experience in communications and public relations, including media relations, content development and stakeholder communications, gained in a sporting, government or international relations environment.
- Demonstrated experience contributing to major Games delivery, such as Pacific Games, Commonwealth Games, Paralympic Games, or Olympic and Youth Olympic Games.
- Demonstrated experience in government relations, including engaging with government agencies, departments or multilateral bodies on sport or development matters
- Understanding of international sporting systems and structures, including the International Olympic Committee (IOC), Oceania National Olympic Committees (ONOC), Commonwealth Games Federation and relevant international federations.
- Sound understanding of governance in a sporting environment, including board and committee structures, integrity and compliance frameworks, and funding accountability requirements.
- Working knowledge of the Pacific media and broadcast landscape, including regional broadcasters, free-to-air and digital platforms, and media rights arrangements relevant to Pacific sport.

Skills and attributes

- Strong cultural competency and demonstrated experience working respectfully and effectively across Pacific nations and communities.
- Experience working in or with diplomatic circles, such as High Commissions, embassies or multilateral missions, and sound understanding of diplomatic protocol.
- Excellent written and verbal communication skills, with the ability to represent the AOC credibly to media, government and international partners.
- Sound judgement and diplomacy when managing sensitive stakeholder or reputational matters.
- Ability to work independently in a regional, in-country setting with limited direct supervision.
- Willingness and ability to travel extensively and frequently across the Pacific region.

KEY RELATIONSHIPS

Internal

- Project Director
- Team Australia Corporate Affairs and Communications teams
- Team Australia counterparts at Paralympics Australia (PA) and Commonwealth Games Australia (CGA)
- Project Coordinator

External

- Pacific National Olympic Committees and National Federations
- Oceania National Olympic Committees (ONOC)
- Oceania Paralympic Committee (OPC)
- International Olympic Committee (IOC)
- Comparable regional sporting bodies, including the Pacific Games Council and Oceania Sports Federations
- Australian Government agencies, including the Department of Foreign Affairs and Trade and the Australian Sports Commission
- PacificAus Sports programme partners and delivery agencies
- Regional and international media and broadcast partners

OTHER REQUIREMENTS

- Satisfactory national police check (and any equivalent in-country checks required by host nations).
- Current passport and ability to obtain visas or work authorisations for relevant Pacific nations.

SAFEGUARDING, CHILD PROTECTION AND CONDUCT

- Compliance with the DFAT Child Protection Policy, including mandatory and immediate reporting of any suspected or alleged child exploitation, abuse or harm connected with official duties.
- Completion of safeguarding and child protection screening and training required by DFAT and the AOC prior to, and during, deployment in the region.
- Compliance with the DFAT Code of Conduct for Overseas Service, including respect for local laws, customs and cultural protocols in each host nation.

This position description is a guide to the role and may be reviewed and updated by the AOC from time to time.