

Communications, Government Relations and Committees Manager

THE AUSTRALIAN CHAMBER OF COMMERCE IN HONG KONG

AustCham Hong Kong is one of the most influential international chambers in Hong Kong and is the largest international Australian Chamber of Commerce. We have an active and committed membership of about 1,000 individuals representing about 300 companies. We are a non-government, non-profit member organisation that exists to promote and foster Australian business opportunities in Hong Kong and Australia. The Chamber Secretariat is a nimble and tight-knit team, working flexibly and collaboratively in the best interests of the team's overall goals. We prioritise a culture of transparency, cooperation and teamwork whilst also promoting personal development.

JOB DESCRIPTION

Committees Management (30%)

- Oversight of Chamber committees, helping in to develop annual plans and activities in consultation with Committee leadership and AustCham Secretariat.
- Provide guidance and support on monthly meetings of AustCham Committees in consultation with Committee leadership and AustCham Secretariat.
- Support Committee Chairs, and in consultation with AustCham Chief Executive, develop leadership pipeline for Committees and make recommendations on key members.
- Grow and strengthen Committee membership through strategic outreach and promotion to membership and potential new members.
- Report monthly to AustCham Board of Directors on Committee activities.
- Work with AustCham Secretariat to organise Committee events, activities, and meetings.
- Provide guidance to support staff on preparation of committee meeting agendas.
- Monitor the existing operations of the Chamber, identify gaps, and suggest areas for improvement – particularly in relation to Chamber Committee administration.

Government Relations Management (30%)

- In consultation with the AustCham Committees, Board of Directors, Members and Chief Executive, develop Chamber submissions to the Australian and Hong Kong SAR governments on policy and strategic engagement issues.
- Working closely with the Chair and Chief Executive:
 - interact with government offices and officials to represent the Chamber's plans and interests.
 - represent the Chamber at relevant government and industry meetings, functions and events.
 - plan and deliver Chamber government briefings and meetings with relevant government representatives from Australia and Hong Kong.
 - prepare briefing materials and talking points for AustCham Board of Directors and Chief Executive government engagements.

PRIVATE & CONFIDENTIAL

- Undertake research and monitor government policy developments relevant to the Chamber and its membership.
- Build, nurture, and maintain professional relationships with government, embassies, and consulate officials for smooth and efficient business dealings.
- Collaborate with various stakeholders with common interests, including relevant industry and trade associations, civil society organisations and non-profit bodies.

Communications (30%)

- Oversight of AustCham communications activities, including but not limited to:
 - preparation of communications plans for various AustCham activities;
 - drafting of correspondence, media releases, social media updates, policy submissions, agendas, minutes, events content and synopsis etc;
 - reviewing and proof-reading AustCham external communications, providing guidance to staff as needed; and
 - maintaining AustCham media contacts database and responding to media requests as required.
- Develop communication content related to Committee and Government Relations activities to drive interest, engagement, sponsorship and membership for distribution on AustCham social media, website, newsletter and other platforms.
- In consultation with the Chief Executive, lead the Chamber's involvement in research and survey activities, preparing questions, analysing responses, drafting reports and summary presentations across various issues.

Events (10%)

- Monitor industry trends and developments to propose new events and programming for AustCham.
- Work with Committee leaders and working groups to develop and shape timely and impactful industry-related content for forums, conferences and events.
- Work closely with Chamber Events staff for the effective delivery of industry and government-related events, providing content and speaker coordination, sponsor recommendations and other advice.
- Assist at Chamber functions and events as requested from time to time (includes working out of normal office hours as requested).
- Proactively support team members with Chamber-wide projects.
- Assist with other Chamber requirements as requested.

PREFERRED SKILLS & EXPERIENCE

- Bachelor's degree in Communications, Public Relations, Political Science, or a related field; Master's degree preferred.
- Minimum 8 years of experience in communications, policy advocacy, government relations, or membership organisation management.
- Proven track record in stakeholder engagement and relationship building with government and industry organizations.
- Strong written and verbal communication skills, with the ability to craft persuasive messaging.
- Excellent organizational and project management capabilities.
- Ability to work collaboratively in a team environment while managing multiple priorities.
- Familiarity with social media platforms, content management systems, and event management software.
- Proficient in Microsoft Office Suite and other relevant software.
- Strong networking abilities and a professional demeanor in interactions with senior officials and stakeholders.
- Cultural sensitivity and awareness, particularly in relation to Australian and Hong Kong contexts.
- Ability to conduct thorough research and analysis on policy issues relevant to the Chamber and its members.

APPLY NOW

Applications, including a cover letter addressing the above criteria, detailed resume and availability should be sent to Ms Charlotte Lam at charlotte.lam@austcham.com.hk, with email subject: Head of Communications, Government Relations and Committees