



HR 02: Terms of Reference

Economics Sub-Editor

DFAT Remuneration Framework: ^{1 2}	Discipline Category A, Level 3
Counterparts:	Other Prospera team members
Work Location:	Remote
Reports to:	Team Leader, Knowledge, Performance and Learning / Economic Communications Adviser
Duration of inputs:	Up to 60 days per year
Activity Budget:	4.1 Knowledge Performance and Learning

Summary of Expertise Required

The Economics Sub-Editor will support Prospera’s communications team as the need arises to edit and proofread publications, presentations and other documents and ensure consistency with Prospera’s style guide and templates. The successful candidate will be a first-class writer, skilled at converting complicated and convoluted sentences into plain English that can be readily understood by non-specialist audiences. S/he must be prepared to re-write text produced by non-native English speakers without losing the sense of the original text. Familiarity with economics and experience of editing economic text is essential. The successful candidate will be accustomed to working to tight deadlines and will have the flexibility to deliver at short notice on occasions. As this position is home based, the successful candidate will be a reliable communicator. Knowledge of Indonesia or developing economies is desirable but not essential.

Scope of Services

The key roles and responsibilities of the **Economics Sub-Editor** are as follows:

- Edit publications, presentations and other documents produced by Prospera teams including economic analysis and policy briefs to ensure they are written to a high professional standard
- Where necessary, re-write sections of text that are unclear while preserving the original meaning
- Write headlines and short summaries
- Proofread documents to correct errors and suggest improvements
- Ensure Prospera’s style guide is applied consistently and that documents are presented properly in Prospera Word and PowerPoint templates
- Communicate effectively with the Head of Knowledge, Performance and Learning, Economic Communications Adviser, and ICT Designer to ensure that deadlines are met

Outputs

The position is expected to deliver the following outputs:

- Edited reports, policy briefs, economic updates, PowerPoint slide decks, and similar products, to the satisfaction of the Communications Adviser.
- Quick turnaround proof-read documents with no errors.
- Input Completion Report (at the end of the contract).

¹ To be negotiated with the preferred candidate based on skills and experience and within funding limits.

² <https://www.dfat.gov.au/about-us/publications/adviser-remuneration-framework>

Selection Criteria – Qualifications and Experience

It is expected that the position will meet the following qualifications:

1. Accomplished editor who is capable of transforming text into clear, sharp and engaging writing.
2. At least five years' professional experience editing and/or writing for publication.
3. Demonstrated knowledge of economics and experience of working with economic documents.
4. Experience of working with Word and PowerPoint templates.
5. Flexibility to work at short notice and to agreed deadlines.
6. Knowledge of Indonesia or developing economies desirable but not essential.

Overview of Work Unit

Prospera's Knowledge, Performance and Learning Centre of Excellence (CoE) has 9 staff who provide planning, monitoring, evaluation and reporting, knowledge management, and communication leadership and services for Prospera teams. This role is an addition to the team and will report to the team leader, working closely with the Communications Adviser, and be part of the 'Communications group' within the CoE.

Overview of Prospera

Prospera is a partnership between the Government of Australia's Department of Foreign Affairs and Trade and the Government of Indonesia's Coordinating Ministry for Economic Affairs. It aims to foster strong, sustainable, and inclusive economic growth in Indonesia.

Commencing from 1 March 2018, Prospera is a planned five-year investment. The program combines advisers who have extensive knowledge of Indonesia with those who have experience in the Australian public service or emerging markets.

Prospera aims to achieve three outcomes:

- Expanding markets, creating jobs – including building a robust private sector through a sound enabling environment; Growing jobs, capital and technology through trade and investment
- Safeguarding economic and financial stability – including ensuring a strong foundation for growth through balanced macro-financial policy; strengthening financial system integrity through supervision and literacy
- Improving public finances and government performance – including more revenue and better spending through improved policy and systems; improved government performance through data and public integrity bodies

The following standard requirements apply for all Prospera team members:

Confidentiality	Conflict of Interest
<p>Due to the sensitivity of much of the information the position will encounter, there is an obligation, pursuant to the contract of engagement to maintain full confidentiality of information and to not disclose this to third parties without the express written approval of PROSPERA. In some cases, a separate confidentiality agreement may be required authorising the review of sensitive material.</p>	<p>The team member will use her/his best endeavours to ensure that a situation does not arise which may result in a conflict of interest. Where a conflict of interest or a potential conflict of interest arises in the performance of the obligations under this Terms of Reference, the team member must immediately notify the Chief of Operations</p>



Knowledge and Performance The team member will support PROSPERA's Knowledge and Performance team through reporting and communication products for knowledge capture and learning purposes. The team member will also support monitoring and evaluation through the supply of high quality data, participation in data collection methods and case studies that may arise from the inputs.	Diversity and Inclusion PROSPERA recognises the importance of embracing workplace diversity, specifically valuing the unique qualities, attributes, skills, and experience all employees bring to the workplace. PROSPERA is committed to supporting a positive work environment based on respect. These values should be reflected in the function and behaviour of all team members.
Code of Conduct The team member is to conduct themselves in a manner consistent with the <i>Public Service Act 1999</i> (Cth), (including the Australian Public Service Values and Employment Principles, and Code of Conduct) and the employer's professional standards.	Policy Compliance The team member will work within Department of Foreign Affairs and Trade policy and PROSPERA guidelines on gender, child protection, poverty, the environment, human rights, and governance