

# Candidate Information Pack



**Australian Government**  
**High Speed Rail Authority**

General Manager Communications and  
Stakeholder Management





# General Manager Communication and Stakeholder Management

## Senior Executive Service Band 1

**Title:** General Manager Communication and Stakeholder Management

**Classification:** Senior Executive Service Band 1

**Employment Type: (select)** Ongoing

**Salary Range:** \$209,138 to \$250,092 + 15.4% superannuation

**Location:** Sydney, Canberra, Newcastle

**Security Clearance:** Negative Vetting Level 2

### High Speed Rail Authority

The High-Speed Rail Authority (the Authority) is a newly established independent Australian Government Corporate Commonwealth entity responsible for overseeing the development of a high-speed rail network along the east coast of Australia. This includes providing policy and planning advice and recommendations to the Australian Government and undertaking research and evaluation in relation to the high speed rail network and corridor along the east coast.

East coast high speed rail will be a nationally significant project for Australia and the Authority will support the Australian Government in planning for the future by working closely with state and territory governments and other key stakeholders to develop high speed rail between major cities and key regional centres on order to advance social, economic and population outcomes. A high speed rail network will allow passengers to travel between major and regional cities at speeds exceeding 250 kilometres per hour.

The first priority of the Authority will be the Sydney to Newcastle corridor with an Australian Government \$500 million commitment to start corridor acquisition, planning and early works in consultation with the NSW Government.

The Authority is overseen by an independent Board.



**Position:** General Manager Communication & Stakeholder Management

**Reports to:** Chief Executive Officer

**Positions reporting in:** Senior Manager Engagement

**Purpose of role:**

As General Manager Communication and Stakeholder Management, you will play a key role in providing and overseeing communication and stakeholder management for the Sydney to Newcastle Business Case and subsequent HSRA Corporate Plan deliverables for the east coast high speed rail corridor. You will act as a skilled and trusted advisor, providing recommendations and challenges to senior management to guide decision-making on matter that affect the strategic direction and reputation of the Authority.

**Key Responsibilities**

- Establish and manage government and minister relations strategies aligned to the corporate strategy and regulatory requirements.
- Provide the executive team with expertise and advice to build communication and stakeholder engagement capability across the Authority including leading all engagements with media.
- Provide strategic coordination of stakeholder engagement strategies, with a focus on identifying and exploiting opportunities for improving stakeholder engagement.
- Provide strategic oversight of stakeholder relationship activities including Minister's Offices, Commonwealth and State government agencies and commercial partners.
- Lead the development and implementation of an internal and external stakeholder communication and engagement plan.
- Establish and oversee the execution of stakeholder plans for significant stakeholder segments.
- Build and maintain strong relationships with community representatives and facilitate forums to inform, seek advice from and collaborate with community groups.
- Oversee the conversion of stakeholder engagement plans into strategic outcomes supporting the broader objectives of the Authority.
- Provide strategic oversight of strategic partnership agreements including MOUs and IGAs.
- Establish an internal communications strategy in conjunction with senior managers.
- Provide leadership in all aspects of public relations, media relations, stakeholder engagement, media monitoring, launches and event management, and internal and external communications.
- Update and maintain the High Speed Rail website.
- Establish local-level community advisory groups as required.
- Lead the Authority's online strategy through websites and social media channels.
- Lead the development and delivery of all published and printed materials including web site, report design and editing, graphic design, and visualisation.
- Lead the communication of organisational initiatives and projects to employees and stakeholders.
- Develop and implement a sound communications and marketing strategy which is designed to



establish buy in and building ongoing commitment with internal and external stakeholders.

- Scope and oversee work performed by consultants.
- Develop and maintain communications-related capability, tools and resources.
- Provide strategic and operational leadership and advice in regard to all aspects of communications and stakeholder engagement.

### Qualifications

- Tertiary qualifications in communications, marketing or a relevant discipline.
- Post Graduate Qualifications in Business would be desirable.

### Knowledge and Skills

- Demonstrated ability to develop, deliver and evaluate communications and stakeholder engagement strategies and delivery tools on large infrastructure projects.
- Demonstrated experience in the provision of high-quality briefings and correspondence in a government agency or similar and an understanding of political processes, Government commitments and external stakeholder expectations.
- Demonstrable experience of developing communications and engagement strategies on behalf of complex organisations.
- Strong stakeholder management skills with demonstrated ability to influence, collaborate and negotiate with internal and external stakeholders.
- Demonstrable experience of representing an organisation in public policy forums, or similar private sector groupings, to influence national/sector policies and investment decisions.
- Demonstrated ability to network and building lasting productive working relationships with a variety of private bodies, Governments, public agencies, statutory authorities, and local communities.
- Experience in executive, sub-committee and Board reporting.
- Ability to operate in an environment that is sensitive to public scrutiny.
- Ability to lead a culture of agility, innovative thinking, collaboration and problem solving.

### Eligibility Requirements

Employment with the Authority is subject to conditions prescribed within the Public Service Act 1999 included:

- **Citizenship:** must be an Australian citizen to be eligible for employment with the Authority.
- **Health Assessment:** may be required to undergo a medical examination conducted by the Authority's preferred medical provider.
- **Security Clearance:** must be able to obtain and/or maintain a security clearance at the Negative Vetting Level 2. You must be willing to disclose all relevant and required information. You must have lived in Australia, or have a verifiable background, for at least the preceding five years for Negative Vetting Level 2. More information on the security clearance vetting process is available on the [Australian Government Security Vetting Agency \(AGSVA\) website](#).



## HSRA VALUES STATEMENTS

**SAFETY AND WELLBEING** - We take responsibility to ensure that how we work and what we deliver will be safe. We recognise the importance of wellbeing for our staff and the wider team and will ensure we create a culture where people thrive.

**TEAMWORK AND RESPECT** - Our people and our culture drive our success. We value diverse perspectives and treat every individual with respect, kindness, and consideration. We work together to leverage each other's strengths, share ideas, and overcome challenges, creating a positive and productive work environment.

**ACCOUNTABILITY AND INTEGRITY** - We take responsibility for our actions and honour our commitments. We foster a culture of honesty, transparency, and ethical decision-making to build trust and respectful relationships.

**IMPACT AND INNOVATION** - Our work is meaningful and will make a lasting positive impact in our country. We are committed to using our skills and talents to solve problems and create a better and more sustainable future. We embrace change and make risk-informed decisions. We promote creative and forward-thinking ideas and solutions.

### **How to apply**

#### **Applications must include:**

- A maximum 2-page **cover letter/pitch** outlining how your relevant experience aligns to the knowledge and skills and key responsibilities set out in the role description.
- A resume of no more than 6 pages outlining qualifications, experience, and expertise.
- The names and contact details of two referees who have direct and relevant experience of your work.
- Your application should be received through the Department of Infrastructure, Transport, Regional Development, Communications and the Arts [online recruitment system](#). Applications via Indeed/Seek/LinkedIn will not be accepted.
- If you experience any issues with the system please contact the recruitment team on 02 6274 6161 or via email at [recruitment@infrastructure.gov.au](mailto:recruitment@infrastructure.gov.au) to discuss an alternative way to submit your application.
- Please advise the contact officer if you require reasonable adjustments throughout the recruitment process. The HSRA is committed to the accessibility of our systems. If you find accessibility limitations in our systems, please contact [recruitment@infrastructure.gov.au](mailto:recruitment@infrastructure.gov.au) and an alternative application format will be provided to you.

*For further information please contact:*

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*Application Closing Date: Sunday, 17<sup>th</sup> March 2024*



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