

AUSTRALIAN ARMY PUBLIC RELATIONS SERVICE

EMPLOYMENT CATEGORY STANDING ORDERS



This document is issued under the authority of the Head of Corps AAPRS, The Director General Personnel – Army, the personnel and career manager for Australian Army Public Affairs Service regular personnel, and the personnel and career managers in all states for Australian Army Public Affairs Service reserve personnel.

s47E(d)

Lieutenant Colonel
Head of Corps AAPRS

July 2004

C.W. Orme
Brigadier
Director General Personnel - Army

July 2004

AAPRS EMPLOYMENT CATEGORY

STANDING ORDERS

References:

- A. Manual of Army Employment (MAE for AAPRS Trades)
- B. Defence Force Remuneration Tribunal (DFRT) Determination No 1 of 1998
- C. ADF Pay and Conditions Manual
- D. DI(A) PERS 47-8 Army In-Service Commissioning Scheme
- E. DI(A) PERS 116-3 Grant, retention and Relinquishment of Employment Category and Associated pay Procedures – Soldiers
- F. DI(A) PERS 116-7 Civil Accreditation of Military Training
- G. DI(A) Pers 116-8 Promotion, Reduction and Relinquishment of Rank of Soldiers in the Regular Army and Army Reserve
- H. DI(A) PERS 116-9 Army Employment Category Management Process
- I. DI(G) PERS 32-1 Employment of Women in the Australian Defence Force
- J. TC-A Instruction 3.3/2002 All-Corps Officer & Soldier Training Continuums
- K. TC-A Army Training Instruction 1-6 Competency Log Books
- L. SCMA Handbook, Commanders Guide to Career Management Issues 2000

Introduction

1. The Australian Army Public Relations Service (AAPRS) trade structure supports the Public Relations capabilities for the Australian Army. The structure contains two AAPRS Employment Categories.

2. The purpose of the trade structure is two-fold. Firstly, the structure provides a readily identifiable career path for AAPRS soldiers. Secondly, the employment categories within the structure provide the benchmark against which soldiers are fairly remunerated for the true value of their contribution to the Australian Defence Force's (ADF) capability, and apply to all AAPRS members regardless of the type of service¹.

¹ ARA,ARes.

Aim

3. The aim of this document is to describe the AAPRS trade structure, and to outline the procedures for the management of those personnel within that structure in order to provide guidelines to commanders and career managers.

Authority

4. The management of all AAPRS employment categories and AAPRS trade structure is the responsibility of the Head of Corps AAPRS (HOC AAPRS). HOC is authorised to:

- a. provide advice to the Soldier Career Management Agency (SCMA) and the eight regional Army Personnel Agencies (APA) on Corps selection criteria;
- b. comment and develop Corps specific employment specifications and policies for AAPRS trades;
- c. manage trade structures and rationalisation in consultation with DGPERS-A;
- d. develop Corps structures and career progression in consultation with DGPERS-A; and
- e. advise on pay and allowances specific to Corps trades in consultation with DGPERS-A.

5. The Director General Personnel - Army is responsible to the Chief of the Army for the development and implementation of personnel management and career management procedures for regular and reserve personnel of all ranks. He is responsible for the implementation of personnel career management policies that support the trade structure.

6. Any suggested changes to the employment specifications as described in reference A or this document are to be submitted to the Head of Corps AAPRS. Career management policy issues are to be submitted to respective Career Managers at SCMA or the appropriate regional Army Personnel Agency (APA). All amendments are to be approved by both HOC AAPRS and by DGPERS-A (through Trade management Section).

Design

7. The AAPRS trade structure is designed to provide a career progression for all AAPRS soldiers through an increasing scale of responsibilities and challenges. This ensures the appropriate numbers of personnel at the appropriate rank hold the range of skills required within AAPRS to support the Military Public Affairs capability.

Employment Categories

8. AAPRS comprises of two employment categories Photographer PR ECN 312 and Reporter ECN 342.

OTHER RANKS PHOTOGRAPHER-PR ECN 312

ECN 312 Imagery Specialist (IS)

9. This is the first employment category and applies AAPRS JNCOs trained to conduct the capturing, preparation, management, and transmission of imagery (includes photography and video) in operational and non-operational environments. Competencies include sound computer skills, the ability to work in a variety of surroundings in a small team environment, technical expertise with imagery platforms, software, communication and night vision equipment. The specific AAPRS training for this category is delivered on Entry Level Training.

ECN 312 Senior Imagery Specialist (SIS)

10. The SIS is the second employment category and applies to AAPRS SNCOs that have successfully attained Sub 1 SGT, worn the rank of CPL as an IS for a period of **four** years, and have achieved all the competencies of an IS. This category includes those AAPRS soldiers trained in assisting in the management of Deployable Field Teams (DFTs) operational readiness, more advanced utilisation of imagery, equipment and management of imagery operations. The specific AAPRS training for this category is delivered on the job training and recorded in a Competency Log Book (CLB).

ECN 312 Warrant Officer (WO2) Imagery

11. The AAPRS Warrant Officer Class Two is the third employment category. The WO2 Imagery must have attained Sub 1 WO, trained in the planning and coordinating of imagery operations, advising on and establishing imagery systems and interpreting strategic public affairs objectives. This training is prior to appointment and is delivered on the job training with results recorded in a CLB.

Trade structure progression

12. A diagrammatic representation of career progression through the ECN 312 AAPRS trade structure is attached at Annex B.

OTHER RANKS REPORTER ECN-342

ECN 342 Reporter

13. The Reporter is the only trade that covers soldiers working for Directorate of Defence Newspapers (DDN) and is one of two entries to the OR stream of the AAPRS. All ranks from CPL to WO2 are within the same trade of ECN 342 Reporter. In-house, Reporters are given areas of specialisation – reporter (CPL-SGT) or senior reporter (WO2), however these are not official titles in accordance with DFRT.

14. Competencies for this employment category are:

- a. Those skills required of all CPLs and SGTs. These skills include identifying stories, research and interviewing, photography, and a knowledge of page layout and design. News and feature writing skills are the primary aspects of assessment in the AAPRS

Subject Two, CPL course (Subj 2 CPL). The same competencies are expected of all ranks in ECN 342, but at different competency levels.

Trade structure progression

15. A diagrammatic representation of career progression through the ECN 342 AAPRS trade structure is attached at Annex D.

CAREER MANAGEMENT AND PROGRESSION

16. AAPRS is a small, specialised technical Corps that demands a high level of operator competency in a wide range of skills. Service in the AAPRS ECN 312 is an inherently highly specialised occupation with stringent procedures in place to capture, process, disseminate and manage military imagery that is required to fulfil strategic, operational, and tactical obligations demanded by Army. Service in the AAPRS ECN 342 is a demanding employment category requiring soldiers to be multi-skilled across the reporting, sub-editing and layout disciplines to a comparable standard of civilian counterparts. The maintenance of technical and operational skills, knowledge and attitudes are a fundamental requirement. ECN 342 reporters work at a constant high tempo which is demanding on resources and capabilities.

17. Career progression and promotion is dependent upon soldiers:

- a. demonstrating a high level of technical and some tactical ability;
- b. gaining sufficient experience;
- c. demonstrating potential for increased responsibility;
- d. gaining appropriate qualifications;
- e. demonstrate motivation and the ability to work in a small team environment; and
- f. demonstrate the soldierly qualities of worn rank.

18. Promotion policy and procedures are outlined in reference A and it is not appropriate to restate those policies in this document. Promotion is based on merit and attainment of appropriate qualifications. The aim of the following sections is to provide clear guidance and a common Corps policy for use by the Head of Corps AAPRS, in the career management deliberations and decisions concerning AAPRS soldiers.

OTHER RANK CAREER PROGRESSION AND POSTING POLICY

19. AAPRS soldiers are recruited from all Corps ARA/ARes. Soldiers have completed Sub 1 CPL, allowing them to be promoted or retain CPLs rank (the base rank for AAPRS soldiers). However, HOC AAPRS may waive this requirement in certain circumstances in consultation with DGPERS-A.

20. Soldiers will be employed in their base trade in order for them to be given the opportunity to reinforce the lessons given and to build experience.

21. Upon successful completion of Entry Level Training a soldier (ARA or ARes) will be posted to the 1st Joint Public Affairs Unit (1 JPAU) as an IS in a DFT or to DDN as a Military Reporter.

22. **Remuneration.** The DFRT interpretation of pay is that AAPRS soldiers are to receive Pay Group Five.

JUNIOR NCO CAREER PROGRESSION AND POSTING POLICY

23. CPL is base rank for AAPRS soldiers. All CPL's are to be competent in carrying out their responsibilities as an AAPRS soldier. A CPL should not be considered for an AAPRS SGT position until he has served **four** years as a CPL, and successfully completed Sub 1 SGT, and the trade competency to that specific rank as detailed in the CLB.

24. **Remuneration.** The DFRT interpretation of pay is that AAPRS CPL's are to receive Pay Group Five.

25. **Posting Tenure.** CPLs within AAPRS ECN 312 positions will remain posted at 1 JPAU or ECN 342 positions at DDN.

SENIOR NCO CAREER PROGRESSION AND POSTING POLICY

26. An AAPRS SGT must have served as an AAPRS SGT for the period of **four** years and completed Sub 1 WO. AAPRS SGT must be able to demonstrate the competencies of an AAPRS WO2 prior to promotion which will be recorded in a Competency Log book (CLB).

27. **Remuneration.** The DFRT interpretation of pay is that AAPRS SGTs will receive Pay Group Five.

28. **Posting Tenure.** SGT's within AAPRS ECN 312 positions will remain posted at 1 JPAU and Military Reporters at DDN.

WARRANT OFFICER CLASS TWO (WO2) POSTING POLICY

29. An AAPRS WO2 Imagery will be posted at 1 JPAU and will be employed within the unit undertaking the SM or training WO roles. A WO2 Reporter is the only position in the trade, and will be employed as the Senior Reporter.

30. **Remuneration.** The DFRT interpretation of pay is that AAPRS WO2's will receive Pay Group Five.

31. **Posting Tenure.** WO2's within AAPRS will remain posted at 1 JPAU or DDN.

ECN 342

EMPLOYMENT SPECIFICATION

REPORTER

General

1. **Classification.** The employment is classified as follows:
 - a. **Employment description.** A Reporter is an Australian Army Public Relations Service soldier who undertakes newsgathering in operational and non-hostile environments to provide stories for Defence publications. They identify and research stories, conduct interviews, take photographs and assist with publication production.
 - b. **Function.** Reporters provide copy for and produce Defence newspapers, primarily Army newspaper for Soldiers and Incoming magazine.
 - c. **Tasks.** Refer to Annex A.
 - d. **Sponsor.** Head of Corps Australian Army Public Relations Service (HOC AAPRS), Lt-Col Robert Barnes.
 - e. **Where employed.** Reporters are employed at the Directorate of Defence Newspapers (DDN) - Army news, Russell Offices, Canberra.
 - f. **Rank.** ECN 342 has ARA and AR members. ECN 342 utilises the following ranks:

(1) ECN 342 Reporter CPL-WO2 PG 5

Trainee specifications

2. **Age.** There is no specific age requirement for the employment.
3. **Education.** The minimum level of education for each grade of employment is ADF entry-level requirements.
4. **Medical.** Reporters should be MEC 1 or 2, or be deemed as deployable.
5. **PULHEEMS.** The PULHEEMS table of ECN 342 is as follows:

ECN	RANK	CP	Class 1	Class 2
342	CPL-WO2	3	2233 8/3 8/3 22	3333 8/3 8/3 22

6. **Psychological.** No psychological assessment other than that conducted during basic training required.
7. **Security classification.** Secret
8. **Other special requirements.** Soldiers must be deemed suitable for initial entrance to ECN 342 on competent-level completion of Unit Correspondent Course. Soldiers must have an open civilian driver's licence.

Career structure

9. **Feeder categories.** Soldiers can corps transfer from any other trade in the ADF.

10. **Prior training.** Prior training required before corps transfer is On the Job Training (OJT). This is the Unit Correspondent Course. Applicants should be able to type at a fast speed with good accuracy and display a reasonable touch-typing aptitude.
11. **Formal qualifications.** No formal training is required for ECN 342 at the CPL rank.
12. **RCC/RPL.** No RCC/RPL is needed for ECN 342.
13. **Career profile.** The career profile is at Annex B.
14. **Career flow chart.** The career flow chart is at Annex C.
15. **Follow-on categories.** Soldiers with ECN 342 can trade transfer to ECN 312 Photographer, if deemed suitable. They also have the option to become a Public Relations Officer, if deemed suitable.
16. **Competency statements.** The competency statements for this category are at Annex D.
17. **Accreditation.** Civil accreditation is available to soldiers with ECN 342 at the rank of CPL – Certificate IV in Photojournalism and SGT – Diploma of Photojournalism.
18. **Authorisation.** The centre authorised as the Trade Testing Authority is DDN, namely Army newspaper.

Responsibilities

19. **Management of stores, equipment and finance.** DDN have a number of controlled stores – non-standardised laptop computers, Nikon digital cameras and digital voice recorders. These stores are controlled on a sign-in/sign-out method by a responsible member of the DDN reporting staff in conjunction with an Editor or Director DDN. Use of stores must be recommended by the Sub-editor, Editors or Director DDN. DDN has a civilian supervising finance.
20. **Supervision of subordinates.** All ranks of ECN 342 are under supervision of civilian Editors and Director DDN. ECN 342 CPL are supervised by senior ranks, ECN 342 SGT and WO2 are under direct supervision of CAPT Sub-editor.
21. **Training.** Training needs is as per military requirements for rank progression. Subject 2 Course for CPL and Subject 4 Course for SGT are completed at DDN as part of day-to-day procedures.
22. **Regulation of the technical integrity of land material.**
23. **Consequence of error.** The consequence of error involves the following:
 - a. **Safety of others.** The day-to-day work associated with ECN 342 does not have a dangerous aspect, other than workplace OHS issues.
 - b. **Effect on the unit's mission.** Consequence of errors relating to work by soldiers with ECN 342 may result in:
 - (a) Increasing another reporter's work load.
 - (b) Missing a story or story deadline
 - (c) Delay in production of publications.
 - (d) Incorrect delivery of information may result in creating a negative view of the publication.

Equipment

24. **List of equipment.** Major equipment used:
- a. In service digital SLR camera
 - b. In service laptop computer
 - c. In service digital voice recorder
 - d. Photo and page design software
 - e. Desktop computer

Environmental conditions

25. **Working conditions.**
- a. Reporters generally work in a controlled office environment. They are allocated a desk space, with a desk-top computer on a stand-alone server. They also have access to the Defence Restricted Network on separate computers. Reporters have access to a gym, library, cafeterias and messes.
 - b. In the course of story gathering, reporters are required to work in a barracks or field environment. This occurs on a regularly.
 - c. Reporters are often deployed overseas, working in varying conditions as required.
 - d. Work hours vary. Standard in-Canberra hours from 0830hrs to 1700hrs. Reporters are often required to work longer hours during peak production times.
 - e. There is one organized PT session per week, other training is at own recognizance.
26. **Most demanding employment conditions.** Soldiers with ECN 342 are expected to remain alert and attentive to their work for long hours, which can be mentally draining – regardless of circumstances.
27. **Hazards.** The hazards of the employment are as follows:
- a. **Non-combat.** Reporters are subject to the acceptable working hazards of an office, barracks or field environment.
 - b. **Combat.** Despite being a non-arms corps, Reporters are often deployed to areas that may place them a combat situation.
28. **Social environment.** The social environment is as follows:
- a. Reporters work in a small team environment, with members from all three Defence services and civilians on a daily basis.
 - b. They are often expected to interact with the public.
 - c. Reporters are required to liaise with high-ranking officers when necessary for story production.

- d. Reporters require excellent communication skills, must be able to work with little supervision, be able to proof read effectively, be flexible with their plans and ideas, deal comfortably with all ranks and all services and be committed to the meet DDN objectives.
29. **Physical demands.** The physical demands of the employment are as follows:
- a. As per military basic fitness assessment.
 - b. Be able to carry a camera kit of about 15kg, when required.
30. **Physical skills.** The physical skills required in the employment are as follows:
- a. Be prepared to work at a desk all day.
 - b. Good typing skills.
 - c. Have the aptitude to become proficient at computer programs necessary to production of publications.
31. **Mental demands.** The mental demands of the employment are as follows:
- a. **Complexity and judgment.** Work undertaken by soldiers with ECN 342 is of a complex nature. It is necessary for Reporters to be able to extract poignant information from interviews or written material, and present them in a succinct, clear manner, according to style guidelines, by a deadline.
 - b. **Scope of action.** Reporters are required to act under limited supervision. At times, they work completely independently in different geographical areas. They should be competent at identifying a story and carrying out the process from start to finish with no input from other people.
 - c. **Communication skills.** The requirement for effective written and oral communication is very high.
32. **Distaste.** There are no distastes outside those factors normally associated as a requirement of service life.
33. **Immediate supervisor.** The immediate supervisors of ECN 342 soldiers are:
- | | |
|------------------|------------------|
| CPL Reporter | SGT/WO2 Reporter |
| SGT/WO2 Reporter | CAPT Sub-editor |

MISCELLANEOUS

34. **Date of most recent job analysis/survey.** No analysis/survey conducted – insufficient soldiers in employment.
35. **Miscellaneous information.** A high-level of maturity and confidence is required for soldiers with ECN 342. Much is expected of them, and these skills are required to bring justice to the trade and its objective.

Annexes:

- A. List of tasks
- B. Career profile
- C. Career flow chart
- D. Competency statements

Prepared by:

Authorized by:

Name: ^{s47E(d)} [REDACTED]
Rank: Lieutenant Colonel
Position: Employment Category Sponsor

Name: C.W. ORME
Rank: Brigadier
Position: Director General - Personnel

Date July 04

Date July 04

ANNEX A TO EMPLOYMENT SPECIFICATION ECN 342

LIST OF TASKS

1. The ECN 342 Military Reporter is required to perform the follow tasks correctly to ensure that the unit objective is achieved:

- a. **Corporal Reporter**

Identify a story.
Conduct an interview.
Write a story.
Edit provided copy.
Acquire photographs.
Use office equipment.
Apply communications ethics.
Demonstrate an awareness of public affairs objectives.
Assist in managing production processes.
Design and layout pages under supervision.
Take part in production planning

- b. **Sergeant Reporter**

Maintain reporting standards.
Take part in production planning.
Design and layout pages with guidance from Sub-editor and Editor.
Manage the professional development of Reporters.
Conduct unit military administration.

c. **WO2 Senior Reporter**

Maintain reporting standards.
Maintain production standards.
Manage professional development of Reporters.
Conduct unit military administration.
Stand in for Captain Sub-editor if required.

**Annex B to
Employment Specification
ECN 342**

CAREER PROFILE

TRADE/PAY REQUIREMENTS

Trade	Pay Group	Requirements	
		Courses	Additional training
CPL Reporter (ECN 342)	PG 5	Subject 2 for ECN 342 CPL Course. (Unit Correspondent Course).	<p>1. The following are prerequisites prior to selection for transfer to ECN 342 and attendance on IET:</p> <ul style="list-style-type: none"> a. Three years ARA (or 6yr ARes) experience in another trade. b. Submission of news articles to Editor Army newspaper for initial suitability assessment. c. Minimum of two weeks internship at Army newspaper for further Corps suitability assessment. d. Sub 1 Cpl qualified. e. Unrestricted civilian drivers licence.
SGT Reporter (ECN 342)	PG 5	Subject 1 for SGT Course. Subject 4 for ECN 342 SGT Course.	
WO2 Reporter (ECN 342)	PG 5	Subject 1 for WO Course.	

PROMOTION REQUIREMENTS

Promotion	MTiR	Min Trade	Requirements	
			Subject Courses	Additional Courses
CPL	Base rank	342	2	Attend basic civilian workshops in Adobe Photoshop (or Photoshop Image Correction) and Adobe InDesign software. Note 2
SGT	Four years from CPL	342	1, & 4	A. Complete Operational Support Photographers Course (Course No. 200585, Proficiency No. P100610). B. Attend intermediate/advance civilian workshops in Adobe Photoshop (or Photoshop Image Correction) and Adobe InDesign software. Note 2
WO2	Four years from SGT	342	1	

Note.

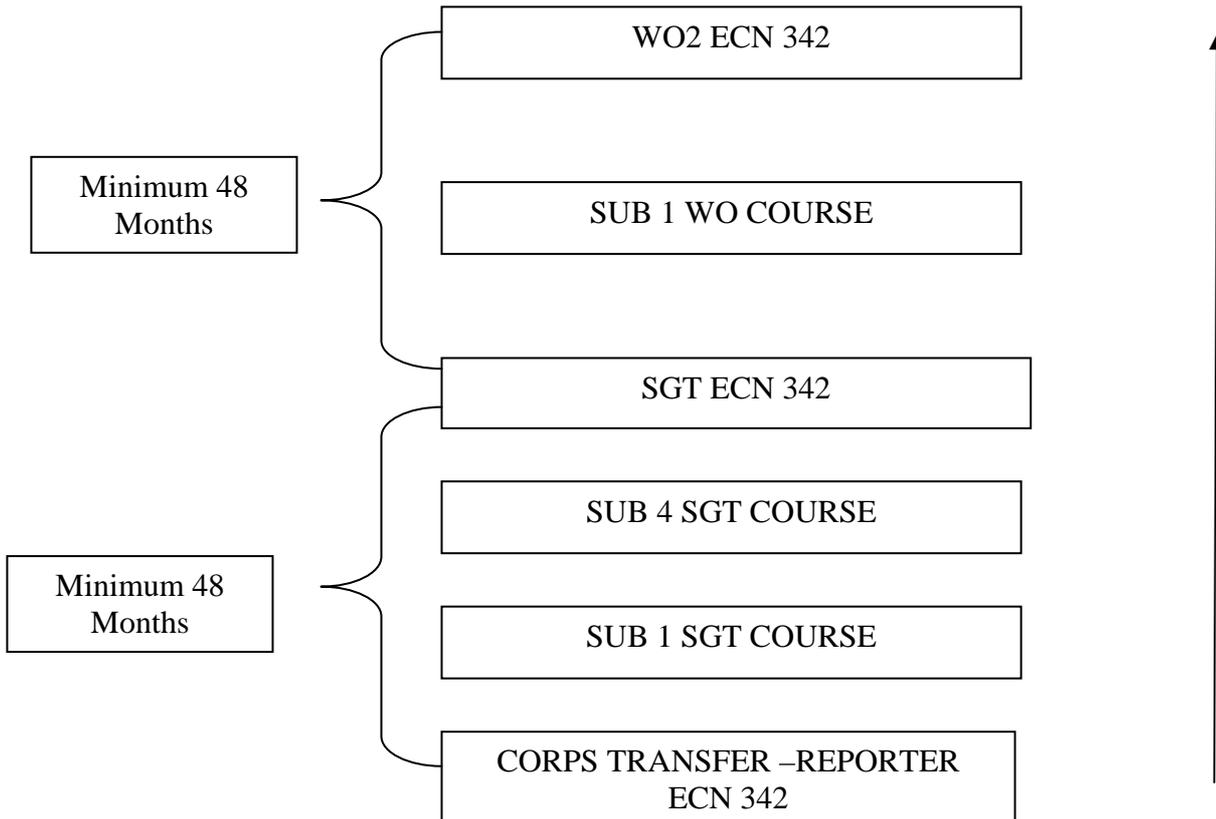
1. It is desirable that the following courses are completed at the rank of CPL and the proficiencies maintained for the duration of the members career.
 - a. In service pistol
 - b. Helicopter Under Water Escape Training (HUET)
 - c. Introductory training to photograph metadata software (current in-service standard software in Fotostation 5.1). This training is delivered via one-on-one training, and no proof of completion is required by SCMA.

2. Adobe Photoshop and InDesign workshops are conducted by locally accredited training facilitators. These courses are usually of 1 – 2 days duration, and a certificate of completion is issued on completion of the course. A copy of each certificate must be maintained on member’s records at unit and SCMA. The actual software named will be altered should the standard in-service software change.

**ANNEX C TO
EMPLOYMENT SPECIFICATION
ECN 342**

CAREER FLOW CHART

AAPRS ECN 342 Career Progression.



Selection criteria:

- Three years ARA/AR experience in another trade.
- Unrestricted civilian drivers licence.
- Cpl rank or Subj 1 CPL qualified.
- Present portfolio
- Interview and barrier test
- Subject 2 for ECN 342 CPL Course. (IET Unit Correspondent Course).

ARA/AR trained soldier

**ANNEX D TO
EMPLOYMENT SPECIFICATION
ECN 342**

COMPETENCY STATEMENT

1. The competency statement requiring formal and on-the-job training (OJT) for ECN 342 are as follows:

The reporter undertakes newsgathering in operational and non-hostile environments to provide stories for Defence publications. They identify and research stories, conduct interviews, take photographs, and are heavily involved with publication production.

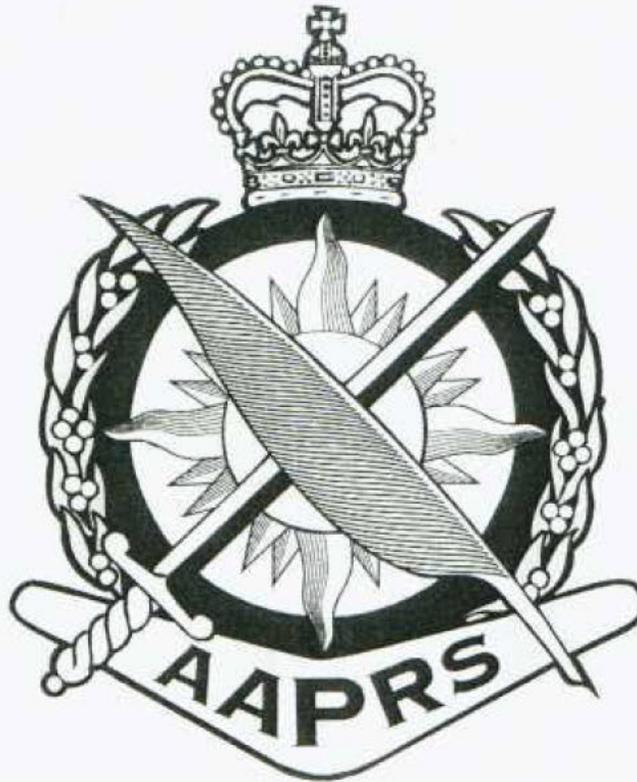
Reporters work alone or with a small team. They receive limited technical and other direction from other reporters. They must have the competence, maturity, self-direction and judgement to work unsupervised.

Reporters must demonstrate their competency in:

- a. All operation and non-operational environments.
- b. All weather conditions.
- c. By day and night.
- d. While dealing with all ranks.
- e. While reporting on routine and sensitive issues.

If skilled, Reporters will be expected to take on more production responsibility before they move up to senior ranks.

UNCONTROLLED IF PRINTED



AUSTRALIAN ARMY PUBLIC RELATIONS SERVICE
EMPLOYMENT SPECIFICATIONS
PHOTO PR (ECN 312)
INCLUDING CAREER MANAGEMENT GUIDANCE

s22

s22

s47E(d)

Lieutenant Colonel
HOC / Employment Category Sponsor, AAPS

G.P. Fogarty/
Brigadier
Director General Personnel – Army

2 July 2008

2 July 2008

UNCONTROLLED IF PRINTED

1

ECN 312

EMPLOYMENT SPECIFICATION

Australian Army Public Relations Service

PHOTOGRAPHER PUBLIC RELATIONS (ECN 312)

References:

- A. DFRT Determination No. 20 of 1996 of 20 Sep 96
- B. DI(A) 159-1 *PULHEEMS Employment Standards*
- C. DI(A) 177-2 *Return of Service Obligation*
- D. DI(A) 116-7 *Civil Accreditation of Military Training*

Authority

- 1. **DFRT Authority.** The Photographer Public Relations (PHOTO PR) and pay group allocation are contained in reference A and commenced WEF 1998.

No Detriment Clause

- 2. A member is qualified for worn rank as at the effective date of the DFRT Determination.
- 3. Soldiers are not required to meet newly introduced requirements for current skill grade and worn rank. During the currency of the member's Personnel Advisory Committee (PAC) clearance, the member is required to meet the promotion requirement for the next rank as specified in the ES at the time of the PAC.

General

- 4. **Classification.** The employment is classified IAW reference A as:
 - a. **Employment description.** PHOTO PR (PHOTO PR)(ECN 312) Australian Army Public Relations Service (AAPRS) soldiers are visual communicators who gather, file and transmit time-critical imagery to meet ADF strategic communications objectives at any time from any location.
 - b. **Function.** The function of the PHOTO PR is to produce and transmit high quality electronic imagery with appropriate embedded captions, copyright detail and other file data to meet Army and ADF strategic communications objectives.
 - c. **Tasks.** A list of tasks is in annex A.
 - d. **Sponsor.** The sponsor of the PHOTO PR employment category is the Head of Corps AAPRS.
 - e. **Where employed.** PHOTO PR are all currently posted to the 1st Joint Public Affairs Unit.
 - f. **Rank and Pay.** The PHOTO PR category is structured over a single pay group. The ranks for employment range from Corporal (CPL) to Warrant Officer Class Two (WO2) and for each tier are:

(1) PHOTO PR (ECN 312-0) CPL-WO2 PG 5;

Trainee specifications

- 5. **Age.** As the category can only be entered via an ARA in-service transfer, and trainees must first have served in the Australian Army for three years, the minimum age for PHOTO PR entry is 20 years. The maximum age for entry is 55 IAW Common Retirement Age requirements.

UNCONTROLLED IF PRINTED

6. **Education.** The minimum level of education for PHOTO PR is ARA/ARes non-technical enlistment standard.

7. **Medical.** Current requirement is in accordance with reference B.

8. **PULHEEMS.** The PULHEEMS table for PHOTO PR (ECN 312) is:

ECN	RANK	CP	MEC 1	MEC 2
312	CPL – WO2	2	2233 8/3 8/3 22	3333 8/3 8/3 22

9. **Psychological.** Psychological assessment other than that conducted during enlistment is required for a soldier in this category. All applicants for trade transfer to this category are to undergo a Psychological Review.

10. **Security clearance requirement.** The minimum level of security clearance for this employment category is SECRET.

11. **Transfers into employment.** Entry to the category is via ARA in-service transfer as no ab initio entry is available. In-service transfers must meet the on-transfer requirements as listed in annex B. ARes members with five years experience and meet the on-transfer requirements and agree to transfer to the ARA may also apply.

12. **Language Other Than English (LOTE).** All soldiers in this category are encouraged to develop Army's language capability, either through a short language course or through a General Language course. Soldiers are to identify to their Career Manager their willingness to sit the Language Aptitude Test and/or be considered for language training. Soldiers with previous language experience, either through school, university or in the family environment, including aboriginal languages, are encouraged to register their ability using the Application for Recognition as a Claimed Linguist- Army form located on the DPERSCAP-A website <http://intranet.defence.gov.au/armyweb/sites/DPERSCAPA/comweb.asp?page=Home>

Initial Minimum Period of Service

13. This employment category is not open for ab initio recruiting.

Return of Service Obligation (ROSO)

14. In accordance with reference C, a Return of Service Obligation (ROSO) of 21 months is required. This ROSO covers the 9-month Basic Photographers Course plus 365 days.

Other special requirements

15. **Feeder categories.** Soldiers can Corps transfer from any other Army Corps to the category.

16. Applicants for PHOTO PR are required to:

- a. demonstrate a level of digital photographic competence evidenced by the submission of a portfolio of imagery suitable for publication;
- b. hold an unrestricted civilian drivers licence or its military equivalent;
- c. have three years ARA service;
- d. have successfully completed Junior Leaders Course (noting that there is no requirement to hold the rank of LCPL/CPL prior to Corps/trade transfer);
- e. receive a recommendation for being trade suitable by a board chaired by the Officer Commanding 1JPAU; and

UNCONTROLLED IF PRINTED

3

- f. attend the Basic Photographers Course within their current trade prior to their trade transfer.
17. On successful completion of the Basic Photographer Course the applicant will then be trade/Corps/rank transferred to AAPRS as a CPL PHOTO PR (ECN 312) and immediately posted to 1JPAU.
18. **Prior training.** Soldiers must have completed recruit training, the Junior Leaders Course and the Basic Photographers Course.
19. **RCC/RPL.** RCC/RPL of civilian tertiary photography courses as a substitute for the Basic Photographers Course may be granted on a case-by-case basis by the Employment Category Sponsor
20. **Career profile.** The career profile of PHOTO PR is in annex B.
21. **Career flow chart.** The career flow chart for PHOTO PR is in annex C.
22. **Competency statements.** A list of formal training and competency statements required PHOTO PR (ECN 312) by rank are listed in annex D.
23. **Competency Log Books (AD223).** The Competency Log Book (CLB) is issued to all soldiers at the start of their first appointment or recruit training. It will provide a record of qualifications gained throughout their career. The CLB is also used to record the competencies and qualifications gained through On-The-Job Training (OJT), On-The-Job Experience (OJE) and any other formal military training.
24. **Accreditation.** Accredited qualifications available to soldiers in this employment category are detailed in reference D and are available at the accreditation website, <http://www.defence.gov.au/dpe/civilquals>.
25. **Authorisation.** The Trade Testing Authority for PHOTO PR is the Head of Corps AAPRS who has delegated the function to the OC 1JPAU.

Employment Conditions

26. The Employment Conditions for the employment of PHOTO PR (ECN 312) is in annex E. The conditions identify the work value of this employment and describes:
 - a. responsibilities in the supervision and training of personnel and management of resources,
 - b. consequences of error,
 - c. environmental conditions, and
 - d. regulation of the technical integrity of land materiel.
27. **List of equipment.** The major items of equipment used by the PHOTO PR (ECN 312) includes, but is not limited to, those described in appendix 1 to annex E.
28. **Immediate supervisor.** All PHOTO PR are employed at the 1st Joint Public Affairs Unit, which is a tri-service unit. The immediate supervisor of the PHOTO PR CPL is a Photographer SGT(E), who may be Army, Navy or Air Force. For the PHOTO PR SGT it is the CSM 1JPAU (WO2(E)) and for the PHOTO PR WO2 it is the OC 1JPAU.
29. **Career Management Guidance.** Career Management Guidance describes the (PHOTO PR (ECN 312) employment category structure and outlines the procedures for the management of those personnel within the category structure in order to provide guidelines to commanders and career managers. The Career Management Guidance is in annex F.

UNCONTROLLED IF PRINTED

4

Miscellaneous

30. **Date of most recent job analysis/survey.** The last formal review of this trade was conducted as a part of the Defence Force Remuneration Tribunal Matter 8 of 1996 with DFRT Reasons for Decision and DFRT Determination No. 20 of 1996 being issued. In recent year's, job analysis within AAPRS has been driven by strategic shifts in the operating environment. Three amendments to the photographer role or work-flow in the last five years have supported the following reforms:

- a. **2002.** Product handling protocols established to enhance accountability with reform of photographer and systemic work-flow with imagery now dispatched through the Directorate of Digital Media for Strategic Operations and DGPA clearance and Defence Media Liaison distribution.
- b. **2004.** Upgrade of competencies, and imaging handling protocols in-line with Defence Imagery Geospatial Organisation requirement that each image taken be accounted for and contain specific meta-data.
- c. **2006-2007.** Interim upgrade of competencies pending issue of new integrated Employment Specification within the MAE.

Annexes:

- A. List of tasks
- B. Career profile
- C. Career flow chart
- D. Competency statements
- E. Employment conditions
- F. PHOTO PR (ECN 312) Career Management Guidance

UNCONTROLLED IF PRINTED

ANNEX A TO
EMPLOYMENT SPECIFICATION
ECN 312
DATED 02 JUL 08

LIST OF TASKS

1. The PHOTO PR is required to possess a range of technical and non-technical skills. Category progression involves a commensurate increase in technical knowledge and responsibility for the completion of category related tasks. The main tasks performed by a PHOTO PR are as follows:

ECN 312 AAPRS Photographer (Pay Group Five)

Task	CPL(312-0)	SGT(312-0)	WO2(312-0)
Collect and Disseminate Image Files			
Acquire still images to achieve strategic PA objectives	•	•	•
Acquire video to achieve strategic PA objectives	•	•	•
Create captions and add metadata to image files using ADF imagery guidelines	•	•	•
Meet critical timelines	•	•	•
Produce video shot lists	•	•	•
File still images	•	•	•
File video	•	•	•
Transmit still images	•	•	•
Transmit video	•	•	•
Edit video compiles	•	•	•
Maintain equipment and stores	•	•	•
Operate computer, imaging and transmission hardware	•	•	•
Use computer applications	•	•	•
Administration and Advanced Imagery Skills			
Assist in maintaining Public Affairs Deployable Field Team operational readiness		•	•
Administer imagery operations		•	•
Research, test and implement technical equipment and software		•	•
Edit completed video stories		•	•
Provide technical training and mentoring to subordinates		•	•
Plan and Manage Image Systems, Training and Operations			
Produce and implement training packages			•
Advise on imagery standards			•
Interpret strategic Public Affairs objectives			•
Plan and coordinate imagery operations			•

UNCONTROLLED IF PRINTED

ANNEX B TO
EMPLOYMENT SPECIFICATION
ECN 312
DATED 02 JUL 08

CAREER PROFILE TABLES

1. The PHOTO PR employment category is structured as one employment ranging in rank from Corporal (CPL) to Warrant Officer Class Two (WO2). At present, this category has not been presented to DFRT to differentiate between the various skill grades. The only difference currently approved is by rank. The employment category description for PHOTO PR and qualification/training requirements for promotion and pay are detailed in this annex for each of the PHOTO PR ranks. The qualification/training requirements for in-service trade transfer to PHOTO PR are at appendix one. The qualification/training requirements for PHOTO PR category continuum are at appendixes 2 to 3.

Employment Category Description – PHOTO PR (ECN 312)

Service	Family	Family Description	FML Short Desc	Function	FNC Desc	FNC Short Desc
ARMY	FM00520	ARMY Public Relations Service	AAPRS	FN62001	Photographer Public Relations	PHOTO PR

Appendixes:

1. Employment Category Pre-requisite
2. ARes Promotion Requirements – PHOTO PR
3. ARA Promotion Requirements – PHOTO PR

UNCONTROLLED IF PRINTED

APPENDIX 1 TO
ANNEX B TO
EMPLOYMENT SPECIFICATION
ECN 312
DATED 02 JUL 08

SUB FUNCTION DESCRIPTION – PHOTO PR (ECN 312) CPL

Sub Function	SFN Desc	SFN Short Desc	Skill Grade	SKG Desc	SKG Short Desc
SF62001	None		S162001	312-0	312-0
Start Rank	Start Rank Description	End Rank	End Rank Description	Reg Sal Plan	RES Sal Plan
E05	CPL	E08	WO2	PE5	RE5

CATEGORY/PAY REQUIREMENTS – EMPLOYMENT CATEGORY PRE-REQUISITE

Employment Category Grade	Pay Group	Employment Category Requirements					
		Serial	Course Title	Cse No.	Proficiency Title	Prof No	Additional
	N/A ¹	0.1	Junior Leaders Course ARA	202960	ACSTC Junior Leader Course (Reg) – Qualified	P020108	Civilian unrestricted driving licence
					Supervise Safety On Category 'A' Ranges - Range Qualification	P103485	
	0.2	Photographer Basic Course ²	111466	Photographer Basic	P010878		
					Digital Imagery	P102054	

Notes:

1. Trade transferees retain original trade pay group until qualified PHOTO PR (ECN 312)
2. This course is conducted by the RAAF at the Photography Flight, RAAF East Sale.

UNCONTROLLED IF PRINTED

APPENDIX 2 TO
ANNEX B TO
EMPLOYMENT SPECIFICATION
ECN 312
DATED 02 JUL 08

SUB FUNCTION DESCRIPTION – PHOTO PR (ECN 312) SGT

Sub Function	SFN Desc	SFN Short Desc	Skill Grade	SKG Desc	SKG Short Desc
SF62001	None		S162001	312-0	312-0
Start Rank	Start Rank Description	End Rank	End Rank Description	Reg Sal Plan	RES Sal Plan
E05	CPL	E08	WO2	PE5	RE5

CATEGORY/PAY REQUIREMENTS – PHOTO PR (ECN 312) SGT

Employment Category Grade	Pay Group	Employment Category Requirements					
		Serial	Course Title	Cse No.	Proficiency Title	Prof No	Additional
PHOTO PR (ECN 312-0)	5	1.1	Subject 1 Sergeant Course	202876	ACSTC Subject One Sergeant (Reg) – Qualified	P020110	Desirable courses/ experience prior to promotion to SGT:
					Conduct A Category 'A' Range Practice - Range Qualification	P103486	
		1.2	Photographic Public Affairs Course ²	200585	Photographic Public Affairs	P100610	

Notes:

1. The completion of this detachment is to be detailed in a Minute to CM SCMA by the TRG WO 1JPAU. A copy of the minute is to be placed on the soldier's Competency Log Book.
2. This course is conducted by the RAAF at the Photography Flight, RAAF East Sale.

UNCONTROLLED IF PRINTED

APPENDIX 6 TO
ANNEX B TO
EMPLOYMENT SPECIFICATION
ECN 312
DATED 02 JUL 08

SUB FUNCTION DESCRIPTION – PHOTO PR (ECN 312) WO2

Sub Function	SFN Desc	SFN Short Desc	Skill Grade	SKG Desc	SKG Short Desc
SF62001	None		S162001	312-0	312-0
Start Rank	Start Rank Description	End Rank	End Rank Description	Reg Sal Plan	RES Sal Plan
E06	SGT	E08	WO2	PE5	RE5

CATEGORY/PAY REQUIREMENTS – PHOTO PR (ECN 312) WO2

Employment Category Grade	Pay Group	Employment Category Requirements					
		Serial	Course Title	Cse No.	Proficiency Title	Prof No	Additional
PHOTO PR (ECN 312-0)	5	2.1	Subject 1 Warrant Officer Course	202881	ACSTC Subject One Warrant Officer Class Two (Reg) - Qualified	P020112	Desirable experience prior to promotion to WO2: a. 4 month detachment to PA OPS Video Section ¹
		2.2	Image Production Manager Course ²	110794	Image Production Manager	P010778	

Notes:

1. The completion of this detachment is to be detailed in a Minute to CM SCMA by the TRG WO 1JPAU. A copy of the minute is to be placed on the soldier's Competency Log Book.
2. This course is conducted by the RAAF at the Photography Flight, RAAF East Sale.

APPENDIX 7 TO
ANNEX B TO
EMPLOYMENT SPECIFICATION
ECN 312
DATED 02 JUL 08

ARES PROMOTION REQUIREMENTS – PHOTO PR (ECN 312)

Promotion	Requirements			
	PEZ/MTiR	Min Category	Subject Courses	Additional
SGT ¹	24 months from CPL	N/A	1. ARES members may substitute the ARES Subject 1 SGT Cse (Cse No. 120027, Proficiency No. P10778) for the ARA Cse ² . 2. Photographic Public Affairs Cse (Cse No. 200585, Proficiency No. P100610)	Nil requirement for desirable experience listed in category/ pay requirements
WO2	36 months from SGT	N/A	Courses and qualifications as per category/pay requirements	Nil requirement for desirable experience listed in category/ pay requirements

Notes:

1. There is no direct entry for ARes PHOTO PR. The only ARes PHOTO PR are ex ARA PHOTO PR, or an ex-ARA soldier who is prepared to return to the ARA to attend training and complete the IMPS required.
2. An ARes SGT/WO2 who has completed the ARes Subj 1 SGT Cse may transfer back to the ARA and maintain their rank and seniority without the need to have completed the ARA Subj 1 SGT Cse.

APPENDIX 8 TO
ANNEX B TO
EMPLOYMENT SPECIFICATION
ECN 312
DATED 02 JUL 08

ARA PROMOTION REQUIREMENTS – PHOTO PR (ECN 312)

Promotion	Requirements			
	PEZ/MTiR	Min Category	Subject Courses	Additional
SGT	24 months from CPL	N/A	Courses and qualifications as per category/pay requirements	As per trade pay/requirements
WO2 ²	36 months from SGT	N/A	Courses and qualifications as per category/ pay requirements	As per trade pay/requirements

UNCONTROLLED IF PRINTED

ANNEX C TO
EMPLOYMENT SPECIFICATION
ECN 312
DATED 02 JUL 08

CAREER FLOW CHARTS

1. Career flow charts are a pictorial representation of career options for ARA and ARes elements in the Army. Annex B Career Profiles is the authoritative document for category progression and promotion, therefore for all advice on category progression and promotion, refer to annex B.
2. Career flow charts are:
 - a. Appendix 1 - ARes career flow chart,
 - b. Appendix 2 – ARA career flow chart; and

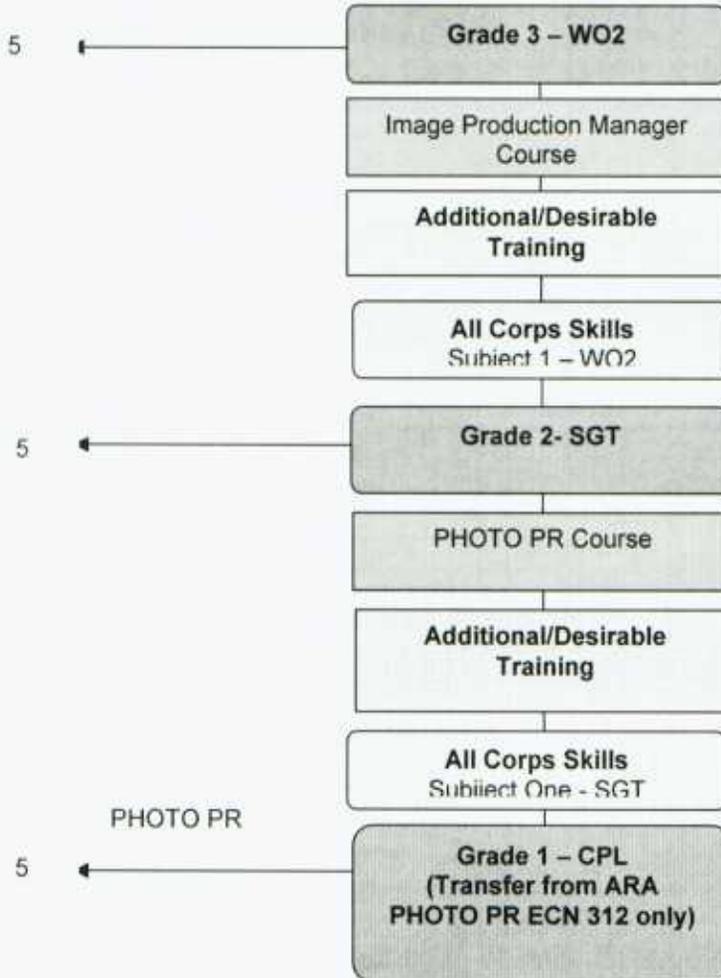
Appendixes:

1. ARes career flow chart
2. ARA career flow chart

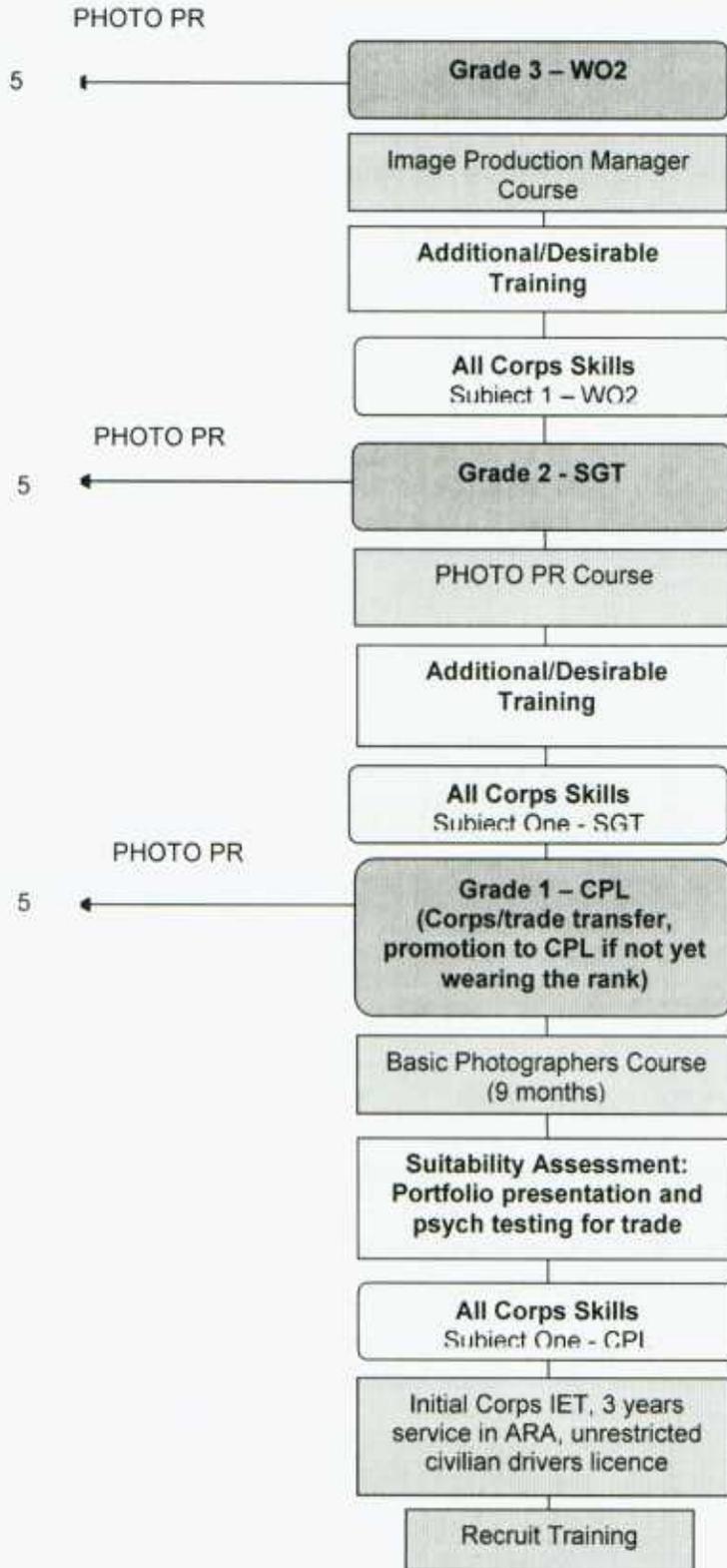
UNCONTROLLED IF PRINTED

APPENDIX 1 TO
ANNEX C TO
EMPLOYMENT SPECIFICATION
ECN 312
DATED 02 JUL 08

ARES CAREER FLOW CHART



ARA CAREER FLOW CHART



UNCONTROLLED IF PRINTED

ANNEX D TO
EMPLOYMENT SPECIFICATION
ECN 312
DATED 02 JUL 08

COMPETENCY STATEMENTS

1. The purpose of the competency statement is to detail the formal training and competency statements attained through the successful completion of the PHOTO PR training continuum.
2. There are to be no changes to the tasks requiring formal training or OJT without the prior approval of the Employment Category Sponsor.
3. A detailed list of competencies awarded, by skill grade, is contained in appendix 1.

Appendix:

1. Formal Training and Competency Statements – PHOTO PR (ECN 312)

UNCONTROLLED IF PRINTED

APPENDIX 1 TO
ANNEX D TO
EMPLOYMENT SPECIFICATION
ECN 312
DATED 02 JUL 08

FORMAL TRAINING AND COMPETENCY STATEMENTS

1. The competency statements requiring formal and on-the-job training (OJT) for PHOTO PR (ECN312) are:

- a. ECN 312 CPL must be able to perform the following competencies:
 - a. prepare, process and transmit imagery:
 - (a) acquire still images,
 - (b) acquire video images,
 - (c) meet critical time lines,
 - (d) visually communicate to achieve strategic communication objectives,
 - (e) produce video shot lists,
 - (f) file video,
 - (g) transmit still images,
 - (h) transmit video,
 - (i) edit video compiles,
 - (j) maintain equipment and stores,
 - (k) manage imaging files,
 - (l) operate computer, imaging and transmission hardware,
 - (m) produce computer generated extended captions, and
 - (n) use computer applications.
 - b. ECN 312 SGT. In addition to the above, ECN 312 SGT must be able to perform the following tasks:
 - (1) Manage, test and maintain Public Affairs Deployable Field Team capability:
 - (a) assist in maintaining Public Affairs Deployable Field Team operational readiness,
 - (b) edit completed video stories,
 - (c) provide technical training and mentoring to subordinates,
 - (d) manage imagery operations, and
 - (e) research, test and implement technical equipment and software.
- c. ECN 312 WO. In addition to the above, ECN 312 WO must be able to perform the

UNCONTROLLED IF PRINTED

D-1-2

following tasks:

- (1) Plan, coordinate, train, and advise on imagery issues:
 - (a) produce and implement training packages,
 - (b) advise on imagery standards,
 - (c) establish image management systems,
 - (d) interpret strategic communication objectives, and
 - (e) plan and coordinate imagery gathering operations.

UNCONTROLLED IF PRINTED

ANNEX E TO
AAPRS ECN 312
EMPLOYMENT SPECIFICATION
DATED 02 JUL 08

EMPLOYMENT CONDITIONS

Responsibilities

1. **Management of stores, equipment and finance (e.g. Travel Budget Calculators)**
2. **Supervision of subordinates**
 - a. a CPL may supervise another two CPLs (including a Military Reporter);
 - b. a SGT may supervise up to 10 soldiers; and
 - c. A WO2 may supervise up to 30 soldiers.
3. **Training.** The responsibilities for training are as follows:
 - a. **Formal.** A SGT or WO2 may be required to instruct on photography courses run at RAAF East Sale.
 - b. **OJT.** A senior CPL, SGT or WO2 may be called upon to train other photographers and non-professional photographers in aspects of photographer employment.

Regulation of the technical integrity of land materiel

4. PHOTO PR maintain, test and fault find issued technical imaging equipment IAW Defence Instruction Army DI (A) LOG 12-1—*Regulation of the Technical Integrity of Land Materiel*, especially in regards to Army's levels of technical proficiency, see annex A to the DI (A).

Consequence of error

5. The consequence of error involves the following:
 - a. **Safety of others.** Errors do not generally result in physical endangerment.
 - b. **Effect on the unit's mission.** Errors can result in tactical or strategic level imagery operations failure leading to breaches of operational security, resource wastage and information campaign failure, with subsequent harm done to the reputation of the supported unit and the ADF.

Environmental conditions

6. **Working conditions.** PHOTO PR (ECN 312) generally works in a field environment, with limited time in the barracks. They will work in varying weather conditions from the rear of vehicles, shelters, tents or command posts by day and night. Further, the PHOTO PR (ECN 312) can:
 - a. operate for protracted periods without relief, in conditions commensurate with the unit to which they are assigned;
 - b. be deployed overseas, operating in environments that can expose them to extremes of weather conditions and health risks;
 - c. work extended hours and operate for extended periods away from home unit locations; and
 - d. operate in an environment of threat with limited infrastructure support.

UNCONTROLLED IF PRINTED

E-2

7. **Most demanding employment conditions.** Operational conditions during asymmetric warfare in hostile environments where there are no front lines where high mobility is required and the Public Affairs Deployable Field Team has minimal dedicated protection.

8. **Hazards.** Moving vehicles and taxiing aircraft operating in the vicinity of the photographer are especially hazardous as the ECN 312's peripheral vision can be reduced while undertaking imagery collection tasks. Other hazards of the employment are:

- a. **Non-combat:**
 - a. travel hazards including air, land, and sea;
 - b. electrical hazards; and
 - c. climatic extremes.
- b. **Combat:** Image gathering in combat conditions is particularly hazardous as camera operator's peripheral vision and situational awareness is greatly reduced when the eye is up to the view finder, the mind is focussed on imagery gathering and the body may be exposed. They may be subject to the following battle field hazards:
 - a. exposure to air, artillery and/or ground assault;
 - b. land mines and booby-traps;
 - c. small arms and vehicular ambush and;
 - d. chemical and biological weapons exposure.

9. **Social environment.** The social environment requires the PHOTO PR (ECN 312) soldier to work in a small group with contact with a variety of other ranks, Corps, civilians, NGO's and foreign nationals. The social environment requires them to have:

- a. the ability to act tactfully and to co-operate as part of a small team for long periods while deployed;
- b. the ability to communicate effectively at a variety of different levels and;
- c. the ability to be flexible in all operating environments.

10. **Physical demands.** As well as the normal demands placed on a soldier through the wearing combat equipment, the physical demands of this employment involve sitting, standing, crouching, bending, walking, running, frequently entering and dismounting a variety of vehicles and regularly lifting objects and equipment up to 30 kg.

11. **Physical skills.** The physical skills required by the employment are:

- a. fast reaction and response is required for imagery gathering and hazard avoidance;
- b. co-ordination and precision in operating equipment; and,
- c. co-ordination and spatial awareness to avoid hazards when collecting news stories

UNCONTROLLED IF PRINTED

ANNEX E TO
EMPLOYMENT SPECIFICATION
ECN 312
DATED 02 JUL 08

12. **Mental demands.** The mental demands of the employment are:
- a. **Complexity and judgement.** The employment is technically complex and requires high levels of judgment and concentration in imagery operations in controlled and uncontrolled operating environments, particularly when time critical imagery has to be gathered in context with strategic aims.
 - b. **Scope of action.** PHOTO PR (ECN 312) is required to exercise independent action, resourcefulness and ingenuity. Often the scope required is defined by strategic outcome that are specified in tasking orders and will include a restrictive time frame and limited resource allocation. The SIS/IS are given technical and creative scope within the framework to achieve the end-state.
 - c. **Communication skills.** All PHOTO PR (ECN 312) soldiers are required to write accurately and concisely. They are required to write extended captions, technical reports and forecasts. They must have effective verbal communication skills that enable them to provide clear, concise, and easily understood instructions to subjects and support staff when communicating imagery tasking requirements.
13. **Distastes.** The most distasteful aspect of this employment would be the requirement to capture images of dead and dismembered bodies after an engagement or incident to use as evidence in later proceedings. This could include women and children.
14. **Civil Accreditation.** Civil accreditation is available via two means. The first way is via the Defence Learning Network's Defence Nationally Recognised Competency Based Qualifications for Defence Public Affairs specialists, whereby units are granted towards Certificate III, Certificate IV, Diploma and Advanced Diploma awards. Civil accreditation may be achieved through a mixture of prior learning, on-the-job work experience, structured work practice and other acceptable qualifications. Qualification details and the associated professional workbooks may be accessed via the DRN at http://intranet.defence.gov.au/det/dlsn/courses/public_affairs/. This accreditation program contains specialist photographer elective subject units from late 2007.
15. The second form of civil accreditation is via the RAAF/RAN photographer trade accreditation program. New trade enlistees who undertake the Basic Photography Course and subsequent trade courses at RAAF East Sale may be eligible for civil accreditation via this program. For example, the RAAF/RAN program allows photographers to be awarded a Diploma on completion of 12 months employment as a photographer following the Basic Photographers Course.

UNCONTROLLED IF PRINTED

APPENDIX 1 TO
ANNEX E TO
EMPLOYMENT SPECIFICATION
ECN 312
DATED 02 JUL 08

EQUIPMENT LIST

1. **List of equipment.** The major items of equipment used by the PHOTO PR are:
 - a. **Category Specific Equipment:**
 - (1) Digital Still Camera and accessories (flash, tripod etc);
 - (2) Digital Video Camera (microphone, lights, tripod etc);
 - (3) Laptop computer with stills/video software applications; and
 - (4) Satellite telephone for electronic transmission of digital imagery.
 - b. **General Military Equipment:**
 - (1) Night Vision Equipment adapted for camera use;
 - (2) Military and civilian vehicles; and
 - (3) Defence Restricted Net computer terminal.

UNCONTROLLED IF PRINTED

ANNEX F TO
EMPLOYMENT SPECIFICATION
ECN 312
DATED 02 JUL 08

CAREER MANAGEMENT GUIDANCE

Design

1. The Australian Army Public Relations Service (AAPRS) PHOTO PR employment category structures support the Australian Army and the broader ADF. The structure has a single Career Employment Group.
2. The purpose of the category structure is two-fold. Firstly, the structure provides a readily identifiable career path for AAPRS soldiers. Secondly, the employment category's structure provides the benchmark against which soldiers are fairly remunerated for the true value of their contribution to the Australian Defence Force's (ADF) capability and apply to all AAPRS soldiers regardless of the type of service.
3. **Reference documentation.** This document remains subordinate to the career management provisions of references.

CAREER MANAGEMENT AND PROGRESSION

4. **Employment Description.** The PHOTO PR is an AAPRS soldier employed in a small, complex and technical trade that demands a high level of operator skill. Employment within the category can be a dangerous occupation and the PHOTO PR requires great situational awareness to minimise the risk of injury to them and damage to their equipment.
5. Career progression promotion is merit-based, depending on a soldier:
 - a. demonstrating a high level of technical and tactical ability;
 - b. gaining sufficient experience;
 - c. demonstrating potential for increased responsibility; and
 - d. gaining appropriate qualifications.
6. The aim of the following sections is to provide clear guidance and a common Corps policy for use by the Head of Corps AAPRS, the Career Manager (CM) AAPRS, the Officers Commanding 1JPAU, and the Sergeant Major 1JPAU in their career management deliberations and decisions concerning all soldiers.
7. Career profile tables which summarise the category/pay and promotion requirements for PHOTO PR (ECN 312) are in annex B.

CAREER PROGRESSION AND POSTING POLICY

8. **In-service trade transfer.** ARA in-service trade transfer is the normal entry avenue into the PHOTO PR category, however ARes members with five-years service may apply provided they meet the entry requirements and are prepared to transfer to the ARA. Initial enquiries about Corps/trade transfer should be directed to the Sergeant Major (SM) 1st Joint Public Affairs Unit (1JPAU).
9. Consideration for trade-transfer will be made once the pre-transfer requirements have been met. That is:
 - a. a soldier has completed three years ARA service
 - b. the soldier has completed the Junior Leaders Course;
 - c. the soldier has an unrestricted civilian drivers licence; and

UNCONTROLLED IF PRINTED

F-2

- d. the soldier has submitted a portfolio of their imagery to SM/TRG WO 1JPAU for consideration by a board chaired by the Officer Commanding 1JPAU (details of the portfolio contents will be provided by the SM/TRG WO 1JPAU). Membership of the OC 1JPAUs trade transfer board is at the discretion of the OC, but will normally include the SM and TRG WO as they are the Trade Testing Officers.
10. Successful applicants will then be recommended to attend the nine-month Basic Photographers Course at RAAF East Sale within their current trade as approved trade transferees. A soldier attending this course will normally be posted to a pool position for long-term schooling. The soldier may be entitled to relocate their families to the training location. Soldiers should approach their local administrative centre or the Defence Housing Authority representative for further advice.
11. Upon successful completion of the Basic Photographers Course a soldier will then be trade and corps transferred to AAPRS as a PHOTO PR. Soldiers who do not successfully complete the Basic Photography Course will not trade transfer.
12. **ARes CPL PHOTO PR.** Only ARA-qualified PHOTO PR may transfer to a ARes PHOTO PR position.
13. **Remuneration for CPL PHOTO PR (ECN 312).** On Corps/trade transfer the PHOTO PR is remunerated at Pay Group 5.
14. **Postings for CPL PHOTO PR (ECN 312).** All PHOTO PR are posted to 1JPAU. The new ECN 312 CPL will normally spend their first year at 1JPAU as a stills photographer. Early in their second year the ECN 312 should first receive video camera OJT experience and then attend the Photographic Public Affairs Course so that they commence the video camera operating and video editing phase in the second year of their career as an ECN 312.
15. **Promotion to SGT.** In order to be promoted to SGT, the CPL PHOTO PR must have completed the following courses:
- Subject 1 (SGT) Course; and
 - Photographic Public Affairs Course.
16. **MTIR for SGT PHOTO PR.** The MTIR prior to promotion to SGT is 36 months as a substantive CPL(Any Corps). The Head of Corps AAPRS may request temporary promotion to SGT before pers meet MTIR to be presented at PAC; however, they must be fully qualified, posted to a SGT position, receive a promotion recommendation from the Senior Assessing Officer of 'suitable' or 'highly suitable' in their previous PAR, and the unit must provide a strong justification as to why the member needs to be promoted to T/SGT prior to meeting the requirements of this MAE.
17. **Desirable training prior to promotion to SGT PHOTO PR.** It is desirable that all ECN 312 complete an in-service pistol course, Helicopter Underwater Escape Training and have completed a 4 month (minimum) detachment to the Public Affairs Operations - Stills section. The earlier requirement to undertake civilian placement training has been suspended due to the increase in the ADF's operational tempo, which provides enhanced learning opportunities similar to the civilian placements. Completion of this detachment is to be detailed in a Minute to CM SCMA by the TRG WO 1JPAU. A copy of the minute is to be placed on the soldier's Competency Log Book. The successful completion of this detachment would increase the competitiveness of the soldier for promotion.
18. **ARes SGT PHOTO PR.** It is possible for an ARA ECN 312 SGT to transfer to an available ARes position within trade and pursue an ARes trade career.
19. **Remuneration for SGT PHOTO PR (ECN 312).** The SGT PHOTO PR is remunerated at Pay Group 5.
20. **Postings for SGT PHOTO PR (ECN 312).** All SGT PHOTO PR are posted to 1JPAU..

UNCONTROLLED IF PRINTED

F-3

21. **Promotion to WO2.** In order to be promoted to WO2, the SGT PHOTO PR must have completed the following courses:

- a. Subject 1 (WO2) Course; and
- b. Image Production Manager Course.

22. **MTIR for WO2 PHOTO PR.** The MTIR prior to promotion to WO2 is 48 months (PEZ after 36 months) as a substantive SGT (Any Corps). The Head of Corps AAPRS may request temporary promotion to WO2 before pers meet MTIR to be presented at PAC; however, they must be fully qualified, posted to a WO2 position, receive a promotion recommendation from the Senior Assessing Officer of 'suitable' or 'highly suitable' in their previous PAR, and the unit must provide a strong justification as to why the member needs to be promoted to T/WO2 prior to meeting the requirements of this MAE.

23. **Desirable training prior to promotion to WO2 PHOTO PR.** It is desirable that an ECN 312 SGT complete a 4 month (minimum) detachment to the Public Affairs Operations - Video section prior to promotion to WO2. Completion of this detachment is to be detailed in a Minute to CM SCMA by the TRG WO 1JPAU. A copy of the minute is to be placed on the soldier's Competency Log Book. The successful completion of this detachment would increase the competitiveness of the soldier for promotion.

24. **ARes WO2 PHOTO PR.** It is possible for an ARA ECN 312 SGT to transfer to an available ARes position within trade and pursue an ARes trade career.

25. **Remuneration for WO2 PHOTO PR (ECN 312).** The WO2 PHOTO PR is remunerated at Pay Group 5.

26. **Postings for WO2 PHOTO PR (ECN 312).** All WO2 PHOTO PR are posted to 1JPAU.

27. **Commissioning as a Public Relations Officer.** Commissioning as a Public Relations Officer in AAPRS is via the Specialist Service Officer Commissioning Scheme or to appropriately qualified General Service Officers. As such commissioning as a Public Affairs Officer is not available under the Senior Non-commissioned Officer and Warrant Officer Commissioning Scheme.

28. **Trade Testing Officers.** In addition to the designated instructional staff at the RAAF Photographic Training Flight the following appointments are designated as Trade Testing Officers for ECN 312:

- e. OC 1JPAU,
- f. SM 1JPAU,
- g. TRG WO 1JPAU, and
- h. TRG SGT 1JPAU.

UNCONTROLLED IF PRINTED

APPENDIX 1 TO
ANNEX F TO
EMPLOYMENT SPECIFICATION
ECN 312
DATED 02 JUL 08

**AAPRS CM GUIDE
TRANSFER FROM ARA TO ARES AND BACK TO ARA**

Introduction

1. Only Regular Army (ARA) PHOTO PR may elect to transfer to the Active Reserve (ARes) upon ceasing full-time duty, noting that this is the only avenue open for a soldier to become an ARes PHOTO PR. Later the ARes member may elect to return to the ARA.

2. A number of factors should be taken into account when the CM AAPRS considers a request to transfer from the ARes back to the ARA. These factors should include, but not be restricted to, the applicants' qualifications, PES and reporting history. Transfer back to the ARA is not an automatic procedure.

Competency and Currency

3. Each request for transfer from ARes to ARA will be considered on its merits, based on the soldier's currency and competence in trade.

Retainment of Rank

4. ARes soldiers may gain promotion in trade using the requirements listed in annex B, noting that the ARes SUBJ 1 SGT can be substituted for the ARA course.

5. An ARes SGT or WO2 who has completed the ARes SUBJ 1 SGT course and applies to return to the ARA does not require to retrospectively complete the ARA SUBJ 1 SGT course to retain their rank.

6. The ability for an ARes SGT or WO2 to retain their rank on return to the ARA is dependent on there being an available vacancy for that rank.