



AUSTRALIAN HIGH COMMISSION OTTAWA

Vacancy – Liaison Assistant

Agency	Department of Foreign Affairs and Trade
Title	Liaison Assistant
Classification	LE5 (CAD \$57,323 - CAD \$63,126)
Status	Ongoing, Full-time
Closing date	30 July 2017

What we do

The Australian High Commission in Ottawa is responsible for advancing Australia's interests in Canada. We work closely with the Australian Consulate-General in Toronto, the Australian Consulate in Vancouver and the Canadian Government and business community to promote Australia, pursue our foreign policy, trade and security interests, and support Australian businesses in Canada. The High Commission also provides consular, passport and notarial services to Australians in Eastern Canada.

Who we are

We are a motivated and professional team with a wide variety of qualifications and backgrounds. We welcome people with private-sector experience. We value people with ideas, the ability to present them persuasively, and the drive and skill to see them adopted. We take pride in our reputation for acting with integrity and discretion.

What we are trying to achieve

We have a dedicated and professional workforce. Officers are highly skilled at their work, which includes developing and implementing policy, providing professional corporate management support and delivering high quality consular and passport assistance to Australian travellers.

The opportunity

This position provides high level executive, administrative, research and office management to a small team within the High Commission and includes a requirement for engagement with Australian and Canadian agencies.

Key responsibilities

The key responsibilities of the position include, but are not limited to:

- Provide high level executive and administrative support, including diary management, travel arrangements, preparing and drafting documentation and liaising with relevant areas within the High Commission.
- Provide support for and coordination of visit programs, accommodation and travel logistics.
- Provide financial management services to the work unit including monitoring of budgetary reporting, preparation of budget projections, completing and managing financial returns, budgeting documentation and records.
- Undertake research and other project tasks.
- Manage the handling, tracking and delivery of sensitive material.
- Operate and maintaining the office's information management and record management systems.
- Organise and supporting office representational activities.
- Undertake daily engagement with relevant Australian, Canadian and other relevant agencies, and process specific information and enquiries in accordance with approved procedures.
- Manage information storage and maintain IT systems and networks.

Eligibility and other requirements

- Ability to interpret policies and achieve objectives. Ability to work with minimal direction and demonstrated capacity to exercise sound judgement, discretion and initiative.
- Well-developed interpersonal, written and oral communication skills.
- Experience in office management, executive support and financial management functions, including proficiency with IT and communication systems and strong ability to use Microsoft Office Suite.
- Demonstrated capacity to work effectively and cooperatively in a small team environment, including ability to demonstrate flexibility and resilience to prioritise and manage multiple tasks and deadlines.
- Good knowledge of structures, regulations and procedures of relevant Australian Government agencies is preferred.
- Applicants will need to either hold and maintain a current Australian Government security clearance or be prepared to undertake the process to obtain a security clearance. Australian citizens only are eligible for the clearance.
- Currently entitled to work in Canada.
- A full (G) driver's license.

What we offer

- A diverse and inclusive workplace and attractive remuneration package
- Exciting and fulfilling work in a diplomatic mission
- The opportunity to work with strong, smart, visionary and experienced leaders who encourage and support you to develop your interests and expertise and achieve your ambitions

How to apply

Submit an application to recruitment.northamerica@dfat.gov.au by Sunday, 30 July 2017. As part of your application you will need to provide:

- A two page CV

- A completed [LES Application Form](#) (referees should be work-related and should include at least one current or recent supervisor)

Further information and guidelines on how to prepare a written application and prepare for an interview at the Australian High Commission is available on the High Commission's website:

<http://canada.embassy.gov.au/otwa/howtoapply.html>.

What should I include in my pitch?

Your 1-2 page pitch is a chance to tell us why you are the right person for the job. We want to know why you want to work at the Australian High Commission, why you are interested in the role, what you can offer us, and how your skills, knowledge, experience and qualifications are applicable to the role. In a nutshell – why should we hire you?

Try not to duplicate information that can already be found in your resume, but do highlight any specific examples or achievements that will demonstrate your ability to perform the role.

Who to contact

For role specific information or application questions, please either:

E-mail: recruitment.northamerica@dfat.gov.au

Phone: +1 613 236 0841

Things to note

Locally Engaged Staff (LES) are expected to adhere to the LES Code of Conduct and employment principles in terms of performance and standards of behaviour.

The position is a designated security cleared position. Applicants must be Australian citizens to be eligible for engagement. Employment in the advertised position is dependent on the employee gaining an Australian security clearance. Security clearances can take several months to process and employment cannot commence in the position until a clearance has been confirmed. There is no guarantee that a candidate for the position will be successful in obtaining a clearance. The inability to obtain a clearance prevents that applicant from being employed and loss of a security clearance at any time will lead to termination of employment.

Diversity

We are committed to building a diverse workforce and to fostering a positive workplace where people treat each other and the community with respect. Our recruitment decisions are made on the basis of merit and we do not discriminate on the basis of race, colour, sex, sexual orientation, gender identity or intersex status, age, physical or mental disability, marital status, family responsibilities, pregnancy, religion, political opinion, national extraction or social origin. Our employees enjoy equity and fairness in the workplace, opportunities for professional development, and support to balance their work and private lives.