|  |  |
| --- | --- |
| **Agency** | Department of Foreign Affairs and Trade |
| **Location** | Australian Consulate-General, Shenyang |
| **Position Number** | SN001 |
| **Position Title** | Corporate Services Manager |
| **Classification** | LE5 |
| **Section** | Corporate |
| **Reports to (title)** | Deputy Head of Post (DHOP) |
| **Status** | Non-ongoing, Full-time |
| **Gross Annual Salary** | RMB 138,836 |

## The Department of Foreign Affairs and Trade (DFAT) section of the Australian Consulate-General Shenyang is seeking applications for the locally engaged staff position of Corporate Services Manager.

## About the Australian Department of Foreign Affairs and Trade (DFAT)

The role of DFAT is to advance the interests of Australia and Australians internationally. This involves strengthening Australia’s security, enhancing Australia’s prosperity, delivering an effective and high quality overseas aid program and helping Australian travellers and Australians overseas.

DFAT provides foreign, trade and development policy advice to the Australian Government. DFAT also works with other Australian Government agencies to drive coordination of Australia’s pursuit of global, regional and bilateral interests.

## About the position

In consultation with HOP/DHOP/Consul, this position manages corporate services, enabling the Australian Consulate-General in Shenyang to prosecute its objectives across the consular district (Liaoning, Jilin and Heilongjiang provinces). The position oversees all finance and administrative functions and supervises a small team. As such, the position is responsible for providing back-up duties during periods of absence by team members.

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

* Provide high-level advice to post management on HR, labour law, personnel, protocol, property, security and administrative issues
* Work closely with the China hub to formulate, review, implement and oversee policy at post on administrative and corporate functions such as human resources, financial management, property, IT and post security
* Manage the Consulate’s budget and other relevant administrative functions, in consultation with post management
* Establish, develop and maintain strong working relationships with a range of key internal and external stakeholders including financial institutions, local authorities and partner agencies
* Contribute to priority setting and planning of the consular contingency plans and develop crisis response guidelines
* Monitor local security environment to provide input into threat assessments and travel advisories
* Ensure compliance with OH&S legislation to provide a safe and effective work environment
* Manage property matters for the chancery and residences including lease negotiations and maintenance in accordance with applicable regulations
* As the Local Area Network Administrator (LANA), provide technical support in relation to the unclassified network, ensure post’s records management in accordance with policy and legislation, troubleshoot first level IT and communication issues and liaise with local communications providers
* Support with managing events and representational functions including coordinating guest lists, speakers and overseeing event set up
* Manage and coordinate the logistical support and program implementation for Australian senior officials
* Supervise a small team, establish work priorities, monitor performance, provide regular feedback and identify learning opportunities for team members
* Day to day oversight of the delivery of consular and passports services
* Provide back-up Consular/Passports Officer duties, including accompanying A-based staff on consular visits and briefing post management.

Consulate-General Team Member

* Perform any back-up and other duties, including interpreting and translation assistance, as required.

## Qualifications/Experience

* Ability to learn and apply relevant Australian Government policy, regulations and guidelines, including those related to finance and HR, relevant to the performance of the duties outlined in the responsibilities
* Demonstrated ability to manage resources, work independently, prioritise and organise workload to meet deadlines
* Demonstrated sound judgement and proven ability to solve problems, be flexible and adapt to new tasks and situations
* Capacity to undertake management/administrative duties using computer based systems such as Microsoft Office, Excel and SAP
* Demonstrated ability to communicate effectively orally and in writing in English and Chinese, including the capacity to assist in liaison, negotiation and consultation; and to assist with interpreting, translating and drafting formal Chinese language documents when required
* Good interpersonal skills, including the ability to cooperate well with colleagues and clients and to develop good working relationships
* Ability to develop effective work teams and to lead, motivate and train team members as required

*Desirable*

* Driving experience, including holding a valid driver’s license, an advantage

## Additional information

The position is initially for a period of 12 months and a probation period will apply. The successful applicant may be offered a further contract. The successful applicant is required to complete relevant pre-employment procedures before commencement.

## How to Apply

Submit an application via email to [ChinaRPC.HR@dfat.gov.au](mailto:ChinaRPC.HR@dfat.gov.au) **by 9:00am, Wednesday 23 September 2020**. Applications received after the closing date and time may not be considered. The subject line of your email should include the Position Number and Position Title you are applying for.

Your application, written in English, should include:

* Completed ‘Application for Locally Engaged Staff Employment’. See **Attachment A**.
* Curriculum Vitae (maximum 2 pages)
* Your pitch telling us why you are the best person for this position (maximum 1,000 words). We want to know why you want to work at the Australian Consulate-General in Shenyang, 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. See **Attachment B** for guidelines on preparing your pitch.

Applications must be in either Microsoft Word or PDF format, with a maximum email size of 3MB.

For inquiries regarding this position, please contact the Human Resources section at [ChinaRPC.HR@dfat.gov.au](mailto:ChinaRPC.HR@dfat.gov.au).

Please note that due to the large volume of applications received, we are unable to respond to each applicant. We endeavour to respond to applicants of interest within a period of four weeks from the application closing date. If you are not requested to attend an interview, please consider your application unsuccessful.

**APPLICATION FOR LOCALLY ENGAGED STAFF EMPLOYMENT**

|  |  |  |  |
| --- | --- | --- | --- |
| **POSITION APPLIED FOR** | | | |
|  | | | |
| Position number: |  | | |
|  |  | | |
| Position title: |  | | |
|  |  | | |
| How did you hear about this vacancy? | |  | |
|  | |  | |
| **PERSONAL INFORMATION** | | | |
|  | | | |
| Title: |  | | |
|  |  | | |
| Last name: |  | | |
|  |  | | |
| First name: |  | | |
|  |  | | |
| Citizenships(s): |  | | |
|  |  | | |
| Email: |  | | |
|  |  | | |
| Phone number: |  | | |
|  |  | | |
| Address: |  | | |
|  |  | | |
|  |  | | |
|  |  | | |
| Are you eligible to work in China? | | | Yes  No |
| *(To be eligible to work in China you should be a citizen, hold or be able to obtain an appropriate work visa)* | | | |
|  |  | | |
| Have you ever been employed by the Australian Government, either in Australia or overseas? | | | Yes  No |
| *If yes, provide the details including whether you ever received a redundancy or other payment benefit.* | | | |
|  |  | | |
|  | | | |
|  |  | | |
|  |  | | |

*Continued over the page*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **REFERENCES** | | | | |
|  | | | | |
| Provide the details of two work-related referees we can contact. Both should be able to comment on your work performance in detail and been your supervisor or manager, not your peer or co-worker. One should be your current supervisor. | | | | |
|  | | | | |
| **Referee 1** | | | | |
|  | | | | |
| Name: |  | | | |
|  |  | | | |
| Organisation: |  | | | |
|  |  | | | |
| Position title: |  | | | |
|  |  | | | |
| Relationship to applicant and length of relationship: | | |  | |
|  | | |  | |
| Email: |  | | | |
|  |  | | | |
| Phone number: |  | | | |
|  |  | | | |
| Can the Selection Committee contact this referee during the selection process? | | | | Yes  No |
|  | | | |  |
| Is this referee fluent in English? | | | | Yes  No |
|  | |  | | |
| **Referee 2** | |  | | |
|  | | | | |
| Name: |  | | | |
|  |  | | | |
| Organisation: |  | | | |
|  |  | | | |
| Position title: |  | | | |
|  |  | | | |
| Relationship to applicant and length of relationship: | | |  | |
|  | | |  | |
| Email: |  | | | |
|  |  | | | |
| Phone number: |  | | | |
|  |  | | | |
| Can the Selection Committee contact this referee during the selection process? | | | | Yes  No |
|  | | | |  |
| Is this referee fluent in English? | | | | Yes  No |
|  | |  | | |
| **APPLICANT’S STATEMENT** | | | | |
|  | | | | |
| The above information, to the best of my knowledge, is true and correct.  I consent to the mission collecting and using information, and to relevant employers/supervisors disclosing information, in relation to my work performance and conduct for the purpose of assessing my suitability to carry out the duties of the position I have applied for, and suitability for employment.  I understand that misstatements or omissions in my disclosures may result in a failure to hire or immediate discharge if they are discovered. | | | | |
|  | | | | |
| Name: |  | | | |
|  | |  | | |
| Acknowledgement: | Tick this box  if completing electronically, or sign here: | | | |
|  | |  | | |
| Date: |  | | | |

**GUIDELINES ON PREPARING YOUR APPLICATION PITCH**

Your application 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 Consulate-General in Shenyang, 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.

Your pitch is a marketing document, promoting how you are a strong candidate for the opportunity on offer. This means you should:

* Research the opportunity: read the position description, key responsibilities, and required qualifications and experience carefully; and research the department and its role.
* Know what you have to offer that is relevant: identify your relevant skills, knowledge, experience, qualities; map your relationships with colleagues, clients, and stakeholders to identify what experience is relevant; select examples that demonstrate relevant experience using your skills and knowledge, ones that are of a level of complexity to match the position you are pitching for.
* Make a persuasive case that what you have to offer will enable you to make a contribution, add value and deliver results.

You do not need to use a different example to demonstrate each of the skills required in the position overview. For example, if the position description states we are looking for a confident communicator, the ability to problem solve and work as part of a team, you could use one example that demonstrates all of these skills. You could then use another example that demonstrates the remainder of the skills required.

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

Try the three-part format as a way to organise your material, which is:

1. General statement about the criterion
2. Specific example/s to support the criterion
3. Link to job on offer

Consider using the STAR method when detailing your examples. The STAR method enables the selection panel to determine the context of the situation, what the task was and what actions you took to achieve a result.

|  |  |
| --- | --- |
| **S**ituation | Describe the situation that you were in or the task that you needed to complete. This should be a description of a specific event or situation, not a generalised description of what you have done in the past and should give enough detail for the panel of assessors to understand the context. This situation can be from a previous job, volunteer experience, university or any relevant event where you can demonstrate your skills against the position overview. |
| **T**ask | What tasks were involved in that situation? What was the goal/objective you were you working towards? |
| **A**ction | Describe the actions you took to address the situation. Ensure you include an appropriate amount of detail and keep the focus on YOU. What specific steps did you take and what contribution did you make? Be careful that you don’t describe what the team or group did when talking about a project. For example, the team may have achieved a good result however what part did you play, what specific things did you do to contribute to the end result? |
| **R**esult | Describe the outcome of your actions. What happened? How was the issue resolved or how did the event end? What did you accomplish? What did you learn and what would you do differently next time? How did the end result impact on the objective of the organisation or team? |