

**Australian Embassy, Beijing**

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| **Agency** | Department of Foreign Affairs and Trade |
| **Location** | Australian Embassy, Beijing |
| **Title** | Senior Policy Officer (Development Cooperation) |
| **Position number** | BJ1-050 |
| **Classification** | LE6.1 |
| **Unit** | Development Cooperation |
| **Reports to (title)** | First Secretary (Development Cooperation) |
| **Status** | Ongoing, Full-time |
| **Gross Yearly Salary** | RMB330,729.00 (plus loading where applicable) |
| **Commencement date** | 26February 2018 |

## About the Australian Government’s Department of Foreign Affairs and Trade

The role of the Department of Foreign Affairs and Trade (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.

The department 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.

The Development Cooperation Unit at the Australian Embassy, Beijing, is responsible for managing and implementing Australian Government development-cooperation activities with China.

**About the position**

The position of Senior Policy Officer (SPO) manages a trilateral (Australia, China and PNG) health program with a high level of complexity and sensitivity under minimal direction. The SPO also plays a central role in assessing, developing and implementing other forms of health cooperation between Australia and China, including to address regional health priorities in the Indo-Pacific. The SPO is responsible for administering the Embassy’s small-grants Direct Aid Program.

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

* Provide high-level management of a trilateral health program and other activities as directed by Post management.
* Provide specialist advice and support to Post management on planning, resource management, program delivery and policy issues.
* Plan and implement a trilateral health program according to DFAT program priorities, guidelines and deadlines with a view to continuous improvement of the program.
* Work closely with DFAT Canberra, and the other relevant parties in planning and managing trilateral and regional health cooperation, including, potentially, through the Australian Government’s Indo-Pacific Health Security Initiative.
* Coordinate with the Chinese authorities on program preparation and implementation, including resource allocation, financial management and oversight.
* Provide high-level financial management, oversight, quality control and coordination of program activities, and ensure corporate-mandated quality requirements are implemented across program activities.
* Monitor, analyse and report on domestic issues in China relevant to Australia’s development-cooperation activities with China, and China’s global engagement and cooperation on development issues, including with a view to identifying new opportunities for cooperation with the Australian Government.
* Develop and manage the establishment and strengtheningof effective relationshipswith partnercountries, donor organisations, academic institutions, the private sector and NGOs.
* Administer the Embassy’s Direct Aid Program and support the day-to-day administration of the Development Cooperation Unit**.**

**Qualifications/Experience**

* Demonstrated experience in managing effectively the delivery of partnership-development programs.
* Effective leadership, mentoring and management skills.
* Demonstrated ability to undertake research and produce high-quality analytical reports.
* Demonstrated analytical, conceptual and critical thinking skills and sound judgement.
* Demonstrated ability to develop and maintain a range of effective working relationships.
* Strong Chinese (Mandarin) and English language skills, both written and spoken, are essential.
* An understanding of Australian Government aid-program policies, regulations and guidelines and good knowledge of regional and global health issues would be a distinct advantage.

**Selection Criteria**

Applicants should address all five (5) of the selection criteria below, clearly outlining their claims and specific experience that makes them suitable for this position.

1. Ability to manage effectively partnership-development programs.
2. Highly developed oral and written Chinese (Mandarin) and English communication skills, with a sound ability to do translation and interpretation both in Chinese and English.
3. Strong ability to undertake research and produce high-quality analytical reports with conceptual and critical thinking skills and sound judgement.
4. Strong interpersonal and communication skills, and demonstrated ability to lead, mentor and manage other staff.
5. The following are also desirable for this position: strong understanding of Australian Government aid-program policies, regulations and guidelines; good knowledge of regional and global health issues; and postgraduate studies in a development-related field.

**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 skills.

**PREPARING YOUR APPLICATION**

**Your application, written in English, should include:**

1. **Curriculum Vitae** (maximum 2 pages)

Please attach current curriculum vitae.

1. **Application for Locally Engaged Staff Employment-** **Complete Attachment A**

Locally engaged staff are employed by the local Australian mission on either an ongoing basis or short term (fixed term) temporary basis with mission specific terms and condition of employment. Please ensure that you have read the relevant terms and conditions of employment before submitting an application.

1. **Selection criteria** - **Complete Attachment B**

Applicants are required to address the selection criteria by completing Attachment A. For each criterion, applicants should limit their response to 250 words. Appendix 1 provides useful information on how to address the selection criteria. Applications that do not address the selection criteria will not be considered.

Please email your application before 17:00 on Thursday 25 January 2018. Applications received after the closing date and time will not be considered.

For further information about this position, please contact [beijing.hrrecruitment@dfat.gov.au](mailto:beijing.hrrecruitment@dfat.gov.au).

Please note that only applicants short-listed for interview will receive a written reply. If you have not received any communication from the Human Resources Section within four weeks after the close of application, please consider your application unsuccessful. Thank you for your understanding and your interest in working at the Australian Embassy in Beijing.

**ATTACHMENT A:** 

Locally engaged staff are employed by the local Australian mission on either an ongoing basis or short term (fixed term) temporary basis with mission specific terms and condition of employment. Please ensure that you have read the relevant terms and conditions of employment before submitting an application.

Position number:



Title:

LE level:

Title:



First Name:

Last Name:

Primary contact number: Alternate contact number: Address line 1 *(street no. and name)* :

Address line 2 *(apt)* :

City:

Primary email address: Alternate email address:

State:

Country:

ZIP / Postal code:

@

@

Are you eligible to work in the country in which you are applying for a position?

*Note: To be eligible to work in this country you should be a citizen, hold or be able to obtain an appropriate working visa.*

Citizenship(s) *for security designated position only - include all*: How did you hear about the vacancy?



Have you ever been employed by the Australian Government, either in Australia or overseas. If yes, please provide the details

If yes, did you ever receive a redundancy or other payment benefit?

Yes No

Yes No

Please provide the names and email addresses of two work-related referees whom we can contact. Both referees should be able to comment on your work performance.



Title:

First Name:

Last Name:

Organisation:

Relationship to applicant / years of relationship: Contact number:

Position title:

Email address: @

Title:

First Name:

Last Name:

Organisation:

Relationship to applicant / years of relationship: Contact number:

Position title:

Email address: @

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.



Accept Name Date

**Attachment B: Selection Criteria**

1. Ability to manage effectively partnership-development programs.

*Enter response here (maximum 250 words)*

1. Highly developed oral and written Chinese (Mandarin) and English communication skills, with a sound ability to do translation and interpretation both in Chinese and English.

*Enter response here (maximum 250 words)*

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1. Strong ability to undertake research and produce high-quality analytical reports with conceptual and critical thinking skills and sound judgement.

*Enter response here (maximum 250 words)*

1. Strong interpersonal and communication skills, and demonstrated ability to lead, mentor and manage other staff.

*Enter response here (maximum 250 words)*

1. The following are also desirable for this position: strong understanding of Australian Government aid-program policies, regulations and guidelines; good knowledge of regional and global health issues; and postgraduate studies in a development-related field.

*Enter response here (maximum 250 words)*

**APPENDIX 1: Addressing the Selection Criteria**

The duty statement or role description will help you understand the responsibilities and tasks required in the job. The selection criteria describes the personal qualities, skills, abilities, knowledge and qualifications (if any) a person needs to perform the role effectively.

The Embassy’s selection team will assess the responses of all applicants to each criterion. From time-to-time this will be enough to identify the right person for the role. More commonly through, this process creates a shortlist of applicants suitable to move to the next stage—usually an interview.

It is essential to respond to each criterion, writing at least one to two paragraphs explaining how you have demonstrated the particular skill or quality. Provide relevant examples from your work, study or community roles. Be clear and to the point. If a word or page limit is set, make sure you stick to it, and edit your responses for grammar, spelling and punctuation.

It is important to provide evidence to back up your claims. Where possible use actual examples of what you have done, how well you did it, what you achieved, and how it relates to the requirements of the job. The **STAR model** can help you form your answer.

### What is the STAR model?

The STAR model is one way of presenting information against selection criteria. For each criterion think about the following and use these points to form sentences:

**Situation -** Set the context by describing the circumstance where you used the skills or qualities and gained the experience.

**Task -** What was your role?

**Actions -** What did you do and how did you do it?

**Results** - What did you achieve? What was the end result and how does it relate to the job you are applying for?

### How do I address the selection criteria?

The most important aspect of addressing selection criteria is to provide evidence through relevant examples. Support your claims with actual, specific examples of what you have done and how well you did it. The following steps provide guidance on how to address selection criteria.

#### Step one –Understand the selection criteria

As an example, take *written communication skills*. The associated selection criterion could be:

*‘Well developed written communication skills. This includes the ability to:*

* *structure written communications such as reports to meet the needs and understanding of the intended audience;*
* *express opinions, information and key points of an argument clearly and concisely; and*
* *write convincingly in an engaging and expressive manner’.*

It is important that you clearly understand what is meant by each selection criterion before drafting a response. Your application itself may also be used to assess this criterion.

#### Step two – Opening sentence

Begin each selection criteria with an opening sentence that clearly states your claim to this criterion. For example:

‘I possess strong written communication skills, which I have developed over the course of my career.’

Support the statement with detailed examples of where you demonstrated these skills. The following steps will help you to provide a structured, easy-to-understand response.

#### Step three – Brainstorm ideas for each criterion

For each selection criterion, brainstorm ideas from your recent work life. Ideally, confine your examples to the last two or three years of employment, or other relevant examples (e.g. study, community participation). At this stage, it is useful to generate as many examples as possible.

#### Step four – Expand on your brainstorming ideas and provide the evidence

Expand on these points from step three. Go back to each criterion and choose which examples to use, by matching them against the wording of the criterion. Once you have finalised your examples, you need to demonstrate how they meet the different aspects of the criterion. Be specific and describe exactly what you did, including the outcome, to demonstrate convincingly that you have met the requirements of each criterion. Here, the STAR method described earlier can be used. For example:

**Situation** – role as Research Support Officer

**Task** – needed to ensure that managers were kept informed of policies and procedures

**Action or approach** – initiated monthly newsletter, which was emailed to each manager. Took responsibility for writing the main articles. This involved obtaining ideas and input from other stakeholders to ensure that the articles reflected managers’ needs (in terms of content and language)

**Result** – led to improved lines of communication between managers and the Research Support Unit. Feedback was consistently excellent. Received divisional achievement award for newsletter quality.

Once this has been achieved, you can then write the draft paragraph in full. For example:

As Research Support Officer, I needed to ensure that managers were kept informed of policies and procedures. To do this, I initiated a monthly newsletter, which was emailed to each manager. I took responsibility for writing the main articles in each publication. This involved obtaining ideas and input from other stakeholders to ensure that the articles reflected the needs of managers, both in terms of content and language. I received consistently excellent feedback in relation to this newsletter from these internal clients and my own manager. I received a divisional achievement award for the quality of this newsletter from management. Importantly, this initiative resulted in improved lines of communication between managers and the Research Support Unit.

Remember to use only one or two of your strongest examples to respond to the selection criteria.

#### Step five – checking work

At this stage, you should read through your application, and check the following points:

1. Have I been honest? Your responses should reflect an accurate picture of your role and achievements.
2. Have I used positive and specific language? Avoid ambiguous or unclear expressions such as *‘involved in*’ or ‘*assisted*’ as it makes it difficult to understand exactly what you did. Words and phrases which could reduce credibility should also be avoided (e.g. some, a little, limited, somewhat).
3. Have I used strong action (doing) words? Avoid using passive language. For example, *‘I received consistently excellent feedback in relation to this newsletter from these internal clients and my own manager’*, is better than simply stating, *‘Feedback in relation to this newsletter was consistently excellent’*.
4. Have I avoided unsupported claims about my capabilities? For example, rather than simply saying, *‘The newsletter was received well by others’*, this assertion is substantiated in the following way: *‘I received a divisional achievement award from management for the quality of this newsletter’*.
5. Have I addressed all aspects of the criterion? It is important that you go back to the wording of the particular selection criterion. In the example provided, it is clear that the content refers mainly to the first descriptor, *‘structure written communications to meet the needs and understanding of the intended audience’*. To make a full statement against the criterion, *‘well developed written communication skills’,* it would be necessary to address the remaining two descriptors in additional paragraphs.
6. Have I paid attention to the language of the criterion? For example, writing a response to the criterion *‘well developed written communication skills’* requires a focus on actual experiences and the degree of skill in this area. However, if the criterion was phrased ‘*knowledge of effective written communication skills and techniques’*, this would require different examples which do not necessarily rely on describing actual performance in the workplace.