

**Australian Embassy, Beijing**

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| **Agency** | Reserve Bank of Australia (RBA) |
| **Location** | Australian Embassy, Beijing |
| **Title** | Senior Interpreter and Engagement Coordinator |
| **Position number** | BJ11-002 |
| **Classification** | LE5.1  |
| **Section** | RBA |
| **Reports to (title)** | Counsellor, China Office, RBA  |
| **Status** | 12-month Temporary, Full Time |
| **Gross Yearly Salary** | RMB 242,884 (plus loading where applicable) |
| **Commencement Date** | ASAP |

**About the Reserve Bank of Australia**

The Reserve Bank of Australia (RBA) is Australia's central bank and derives its functions and powers from the Reserve Bank Act 1959. Its duty is to contribute to the stability of the currency, full employment, and the economic prosperity and welfare of the Australian people. It does this by setting the cash rate to meet an agreed medium-term inflation target, working to maintain a strong financial system and efficient payments system, and issuing the nation's banknotes. It also manages Australia's gold and foreign exchange reserves.

**About the position**

The Senior Interpreter and Engagement Coordinator role supports the work of the RBA to collect information on economic, financial and political developments in China and reporting their analysis of this information to senior officials of the RBA. The role is a critical part of a small, passionate, Beijing-based team, and provides an excellent opportunity to learn more about economics, finance and central banking.

The role provides high-quality interpretation/translation support services for RBA officials located in China and in Australia. This includes interpreting at formal and informal meetings and representational events, translating correspondence, as well as sourcing and translating regulations, policy documents, media reports and other documents.

The position is also required to identify emerging issues and provide advice on a culturally sensitive and appropriate strategy to gather and analyse the information necessary to understand developments, including identifying relevant potential new contacts, experts and data sources. The position uses critical thinking and problem solving skills to help achieve the RBA’s objectives in an efficient and effective manner.

The position will be required to liaise and maintain strong working relationships with key contacts in the Chinese government, firms (both Chinese and foreign), and foreign government officials, and arrange meetings and events for RBA staff. The position also undertakes regular provincial travel and provides logistical support for visiting RBA staff.

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

* Provide professional-level interpretation and translation support to the RBA A-based officers and visiting officials on a range of topics and documents, including economic or financial policy documents, analytical reports, media and other correspondence.
* Source and summarise information relevant to China’s economy and financial markets. These may include finding and summarising documents (policy documents, regulations, media reports and other documents), data and social media discussions.
* Think critically about the objectives of the RBA’s Beijing office and identify new ways to achieve these objectives. Provide advice on how to achieve these objectives in a culturally sensitive manner.
* Develop and maintain productive working relationships with local government, academia and other relevant sectors and contacts to inform the RBA’s research and analysis of the Chinese economy and financial system. Identify new contacts and relevant experts.
* Represent the RBA at meetings, conferences and events.
* Identify and implement innovations to improve effectiveness and efficiency of processes and activities in support of the work of the RBA in China.
* Coordinate, liaise and work cooperatively with other agencies at the Embassy and with the RBA’s staff in Australia to achieve outcomes.
* Manage delegation visits and meetings, including program design and logistical arrangements
* Support the RBA A-based officers in managing the section’s administration.

**Qualifications/Experience**

* Tertiary qualifications in fields related to interpretation and translation or economics and finance (such as economics, finance, commerce, law or accounting). An interest in or previous experience working on topics in economics, finance or public policy is highly desirable.
* Demonstrated experience performing professional interpretation and translation work essential. Formal interpretation and/or translation qualifications are desirable.
* Demonstrated depth of understanding of China’s political and economic environment as well as proven experience operating in an international environment.
* Demonstrated ability to think critically, problem solve and achieve outcomes.
* Demonstrated ability to coordinate collaborative work across a multiple teams to contribute to and deliver high-quality outcomes in a busy and varied environment.
* Excellent interpersonal skills, including the ability to build relationships with stakeholders and manage projects involving other Embassy work units.
* Ability to prioritise a busy workload, work under pressure to meet deadlines with keen attention to detail. Adaptability, initiative and an ability to work independently and as part of a team.
* High level of competence in using Microsoft software, particularly Word, Excel, PowerPoint and internet-based research.

**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 (maximum 250 words each criteria).

* Superior oral interpretation and written translation skills from Chinese to English and English to Chinese is essential. Experience performing professional interpretation and translation work is required. Formal interpretation and/or translation qualifications preferable.
* Experience in an international environment or with economic, public policy and financial issues is highly desirable. An ability to identify and source relevant information and summarise key points with little supervision is essential. Candidates should be able to demonstrate an understanding of China’s political and economic environment. An understanding of Australia’s interests in China will be an advantage.
* Proven critical thinking skills, problem solving skills, and ability to achieve outcomes. Strong initiative and an ability to identify new ways of achieving objectives.
* Demonstrated ability to provide effective administrative, event management and visit support with a high-level of organisational skills, including proficiency in using Microsoft Word/Excel and ability to undertake internet-based research. An ability to prioritise appropriately a heavy workload, meet deadlines, and strong attention to detail is essential.
* Demonstrated initiative, flexibility, adaptability and with the ability to work effectively as a member of a small busy, high-performing team. High standard of conduct and ethics.

**What the Australian Embassy offers:**

A broad scope of stimulating and fulfilling work in a diplomatic mission.

* The opportunity to work with expert and experienced colleagues and leaders who encourage and support you to develop your skills.
* A diverse workforce community and a collegiate environment and attractive remuneration package.
* The opportunity to work in an inclusive and safe workplace that has zero-tolerance for bullying, harassment and discrimination.

**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 B. 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 to the Human Resources Section of the Australian Embassy, Beijing at beijing.hrrecruitment@dfat.gov.au **before 17:00 on Monday, 20 June 2022**. 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.

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: Application for Locally Engaged Staff Employment**

Position you are applying for: Date available for work**:**

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| --- |
| **PERSONAL INFORMATION** |
| Title:  | Last Name: | First Name: |
| Email Address: | Contact Number: | Citizenship(s) |
| Address:  |
| Are you eligible to work in the country in which you are applying for a position? Yes [ ]  No [ ] *(Note: to be eligible to work in this country you should be a citizen, hold or be able to obtain an appropriate working visa)* |
| How did you hear about the vacancy?  |
| **PREVIOUS AUSTRALIAN GOVERNMENT EMPLOYMENT Yes** [ ]  **No** [ ]  |
| 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? |
| **REFERENCES** |
| 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. |
| **REFEREE 1** |
| Title: | First Name: | Last Name: |
| Organization: | Position Title: |
| Relationship to Applicant | Years of Relationship: |
| Contact Number: | Email Address: |
| **REFEREE 2** |
| Title: | First Name: | Last Name: |
| Organization: | Position Title: |
| Relationship to Applicant | Years of Relationship: |
| Contact Number: | Email Address: |
| **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 discoveredAccept: Name: Date: |

**Attachment B: Selection Criteria Statemen**

* Superior oral interpretation and written translation skills from Chinese to English and English to Chinese is essential. Experience performing professional interpretation and translation work is required. Formal interpretation and/or translation qualifications preferable.

Enter response here (maximum 250 words)

* Experience in an international environment or with economic, public policy and financial issues is highly desirable. An ability to identify and source relevant information and summarise key points with little supervision is essential. Candidates should be able to demonstrate an understanding of China’s political and economic environment. An understanding of Australia’s interests in China will be an advantage

Enter response here (maximum 250 words)

* Proven critical thinking skills, problem solving skills, and ability to achieve outcomes. Strong initiative and an ability to identify new ways of achieving objectives.

Enter response here (maximum 250 words)

* Demonstrated ability to provide effective administrative, event management and visit support with a high-level of organisational skills, including proficiency in using Microsoft Word/Excel and ability to undertake internet-based research. An ability to prioritise appropriately a heavy workload, meet deadlines, and strong attention to detail is essential.

Enter response here (maximum 250 words)

* Demonstrated initiative, flexibility, adaptability and with the ability to work effectively as a member of a small busy, high-performing team. High standard of conduct and ethics.

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 though, 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.