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| **Agency** | Department of Foreign Affairs and Trade |
| **Location** | Australian Embassy, Beijing |
| **Position Number** | BJ1-065 |
| **Position Title** | Research Officer |
| **Classification** | LE4.1 |
| **Section** | Research and Visits Unit |
| **Reports to (title)** | Research and Visits Unit Supervisor |
| **Status** | Ongoing, Full-time |
| **Gross Annual Salary** | RMB 192,490.87 (plus loading if applicable) |

**About the Department of Foreign Affairs and Trade (DFAT)**

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.

**About the position**

The Research Officer position is required to undertake research and reporting on a range of political and economic issues to support the Australian Embassy in China in achieving Australian objectives. The position is an important liaison role, arranging meetings for embassy officials with the Chinese government, organisations, companies, universities and think tanks. The position also provides translation and logistical support for visiting official delegations from Australia, and other administrative assistance as required.

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

* Undertake research and analysis and prepare English language reports on a wide variety of topics of importance to the Embassy, including political, economic, and social issues.
* Develop and strengthen strategic relationships, negotiate, and liaise across a broad range of stakeholders to provide an effective Australian contribution on government.
* Prepare a range of written correspondence and reports, based on research and analysis, to support high-level communications, including draft cables and briefings.
* Coordinate logistics, draft programs and contribute to program development for ministerial and official visits, including making appointments with high-level officials and providing advice on meetings and events.
* Monitor, analyse and report on Chinese government websites and Chinese media for issues of interest to Australia and the bilateral relationship.
* Provide translation from both English to Chinese and Chinese to English, often at short notice and to strict timeframes. Provide high quality interpretation between Chinese and English.
* Relieve other positions in the RVU during periods of staff absences; provide administrative support to Embassy staff as required.

**Qualifications/Experience**

* Relevant tertiary qualifications and professional experience communicating effectively (orally and written) in English and Chinese.
* High-level interpretation and translation skills from Chinese to English and English to Chinese. Formal interpretation and translation qualifications (e.g. CATTI) as well as professional experience in interpretation and translation are would be an advantage.
* Sound understanding of China’s political, trade and economic environment and Australia’s interests in China.
* Experience in providing research assistance and producing logical and succinct reports on issues relating to domestic politics and China’s foreign, economic and trade policies.
* Ability to provide effective liaison support by demonstrating requisite skills in stakeholder management, time management, prioritisation of tasks, attention to detail and meeting deadlines.
* Excellent interpersonal skills, including the ability to build relationships with stakeholders and utilise networks to achieve results.
* Strong organisation and time management skills. Ability to multi-task and reprioritise in response to changing requirements.
* High degree of computer literacy in Microsoft software, particularly Word, Excel and Access and experience using these tools to provide written reports, media summaries or correspondence.

## What the Australian Embassy offers

* Attractive remuneration package that includes performance bonuses, additional insurance coverage, 14 public holidays and generous leave provisions.
* Safe and secure workplace where safety of employees is a high priority, and a diverse and inclusive workplace is actively promoted.
* Opportunity to work in a diplomatic mission and interact with colleagues from a broad range of interesting areas.
* Opportunity to learn new skills and meet unique challenges.

**How to Apply**

Your application, written in English, should include:

* Curriculum Vitae (maximum 2 pages)
* Application for Locally Engaged Staff Employment (please see Attachment A)
* Maximum 500 words pitch (further instructions below)

Please email your application to **beijinghrrecruitment@dfat.gov.au** **before -17:00 on Sunday, 9 February 2025**. Applications received after this time will not be considered.

For further information about this position, please contact [**beijinghrrecruitment@dfat.gov.au**](mailto:beijinghrrecruitment@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 of the Australian Embassy 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, 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?  Website of the Australian Embassy  WeChat account of the Australian Embassy  Website of Beijing Diplomatic Service  Others (please specify): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | |
| **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 discovered  Accept: Name: Date: | | | | | |

**Guidance for your 500 words pitch**

Your 500 words pitch should be compelling and convincing. It is a chance to tell the panel why you are the right person for the job. The panel wants to know why you are interested in the role, what you can offer DFAT, and how your skills, knowledge, experience and qualifications are applicable to the role. It should be **a maximum 500 words (12 font).**

• Say what you did (actions) and the result (outcomes)

• Use practical and substantiated outcomes

• Show your resilience and adaptability

• Highlight your strengths and interests

• Don’t assume the panel knows you or your work

• Make it appealing and interesting e.g. demonstrate how you ‘solved a difficult issue’

• Stick to the point – quality not quantity

• Use the word limit wisely

• Don’t repeat what’s already in your CV

• Ensure you check the spelling before you submit your application