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| **Agency** | Department of Agriculture, Fisheries and Forestry |
| **Location** | Australian Embassy, Beijing |
| **Position Number** | BJ5-003 |
| **Position Title** | Senior Policy Officer and Office Manager |
| **Classification** | LE6 |
| **Section** | Agriculture |
| **Reports to (title)** | Minister Counsellor Agriculture |
| **Status** | Ongoing, Full-time |
| **Gross Annual Salary**  | RMB 379,985.88 (plus loading if applicable) |

**About the Australian Government Department of Agriculture, Fisheries, Forestry (DAFF)**

The Department of Agriculture, Fisheries, Forestry (DAFF) maintains and creates agricultural export opportunities, to provide gains for Australian agriculture, fishing and forestry. We manage biosecurity risks to Australia to protect our multi-billion-dollar industries and our way of life. We engage with international counterparts to reinforce Australia’s role in shaping how the global agriculture and fibre sector addresses food security, productivity, trade, sustainability and the impacts of climate change.

The Department has a network of overseas officers to help maintain and expand market access for Australia’s agricultural exports and to manage the agricultural relationship with key trading partners.

The Department works closely with the Department of Foreign Affairs and Trade and other Australian Government agencies as part of a whole of government approach to advance Australia’s global, regional and bilateral interests.

**About the position**

The Senior Policy Officer works to support the Minister-Counsellor (Agriculture) and Counsellor (Agriculture) as required, to maintain and improve trade of agricultural products between Australia and China and to strengthen the bilateral agriculture relationship by facilitating policy discussions, coordinating meetings and visits and monitoring cooperation, capacity building and collaborative research activities.

The Senior Policy Officer is also the Office Manager and is responsible for leading and managing a team of local engaged staff to achieve organisational goals and objectives. They serve as the primary point of contact for team members, providing guidance, support, and direction to ensure the successful completion of projects and tasks.

This position requires advanced problem-solving skills, good judgement and the ability to deliver quality work under very limited supervision.

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

* Guided by legislation, policies, procedures and precedents, provide accurate and specialised advice on matters relating to the Australia-China agricultural relationship. This involves analysing information and assessing the impact of changes in agricultural policy on the trading environment.
* Building and maintaining a network of internal and external stakeholders including within relevant Chinese government agencies, other sections within the Embassy environment, Chinese and Australian producer groups, importers, exporters and distributors to progress key priorities, develop policy and provide advice on the agricultural policy environment.
* Undertaking complex research tasks including the development of clear and concise written analysis that is fit-for-purpose.
* Providing leadership, advice, and assistance to team members to ensure they grasp their duties and obligations, whilst promoting open dialogue and teamwork among colleagues to create a supportive and united workplace atmosphere.
* Oversee team performance by identifying areas for improvement, providing regular feedback and implementing corrective actions as needed. Empowering team members through appropriate delegation of tasks and responsibilities, and offering opportunities for skill development and growth.

**Qualifications/Experience/Skills**

* A demonstrated ability to communicate with a high-level of fluency in both Mandarin and English (verbal and written), and strong abilities in both translation and interpretation (both Mandarin to English and English to Mandarin) of technical terminology in a professional environment.
* Strong leadership, and people management skills, including proven experience as a team leader or in a supervisory role.
* Demonstrated ability to prioritise a busy workload, work under pressure with limited direction and to meet deadlines with close attention to detail.
* Strong stakeholder engagement skills, including an ability to represent the Australian Government at events, conferences, etc and liaise with senior representatives of government and industry.
* Excellent communication, interpersonal, and problem-solving abilities.
* Demonstrated research and analysis skills and an ability to conduct research into complex policy issues under limited direction.
* Familiarity with the Australian Government’s agriculture trade policy goals (including tertiary qualifications in a relevant discipline), and knowledge of the agricultural trade relationship between Australia and China is desirable.

## 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 Thursday, 31 October 2024**. Applications received after this time will not be considered.

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

For further information about this position, please contact **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?  |
| **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: |

**Guidance for your 500 words pitch**

Your maximum 500 word pitch should be compelling and convincing and is your opportunity to tell us why you are the right candidate for the role, why you want to work for us, and what you can contribute.

Make sure to highlight relevant examples and accomplishments that demonstrate your ability to perform the role. Please ensure that you reference the job specific Qualifications/Experience/Skills listed in the above position description.