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| **Agency** | Department of Foreign Affairs and Trade |
| **Location** | Australian Embassy, Beijing |
| **Position Number** | BJ1-040 |
| **Position Title** | Senior Interpreter and Research Officer |
| **Classification** | LE5 |
| **Section** | Research and Visits Unit (RVU) |
| **Reports to (title)** | Research and Visits Unit (RVU) Supervisor |
| **Status** | Ongoing, Full-time |
| **Gross Annual Salary**  | RMB 270,284.82 (plus loading if applicable) |

**About the 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.

**About the position**

The Senior Interpreter and Research Officer role supports the Australian Embassy in China in achieving the broader objectives of the Australian Government.

The position provides high quality and targeted monitoring, research, analysis, evaluation, and reporting on a range of sensitive and complex topics, in supporting Australian officers, with a focus on domestic political developments within China and assists with high-quality interpretation/translation services for officials at the Australian Embassy in China as required

The position requires frequent liaison with key embassy stakeholders, including Chinese government agencies, other foreign missions, non-government organisations, universities and research bodies, to arrange meetings for Australian officials in providing logistical and operational support to the Embassy.

The position will also be responsible for assisting the Embassy to co-ordinate and support incoming and outgoing delegations, including Australian ministers and parliamentarians, and for provincial travel within China.

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

* Perform high level research and analysis on a variety of topics of importance to the Embassy, with a particular focus on domestic political and social issues, and prepare English language reports.
* Maintain regular reporting and monitoring products on Chinese domestic politics.
* Develop, maintain, and strengthen relationships with internal and external stakeholders, including Chinese ministries, departments, and official organisations, in order to co-ordinate meetings, distribute correspondence and make enquiries.
* Provide policy, logistical and operational support for visits to China by incoming Australian Government representatives, as well as for provincial visits by Embassy staff or other Australian officials.
* Provide high-quality interpretation and translation support to Australian Embassy officials and senior visitors from Australia as required on a wide range of topics of interest to the Australian Government. Actively maintain and improve level of interpretation and translation proficiency.
* Monitor Chinese government websites and Chinese media for issues of interest to Australia.
* Represent and promote the interests of Australia at a range of forums, events and meetings and provide advice on Australian participation, operational and policy issues.
* Relieve other positions in the RVU during periods of staff absences; provide administrative support to Embassy staff as required.

**Qualifications/Experience**

* 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 essential.
* Tertiary qualifications and a demonstrated ability to communicate at a high level effectively and clearly (both orally and written) in both English and Mandarin are essential.
* Well-developed ability to undertake research, using both English and Chinese sources, and produce high-quality analytical reports on issues of interest to the Australian Government.
* A strong understanding of China’s political system, key figures, institutions and processes.
* Proven problem-solving skills, flexibility, and adaptability to develop innovative and high-quality programs to support visiting delegations and the Embassy’s provincial travel agenda.
* High degree of confidence in using Microsoft software and the ability to use databases and undertake internet-based research.
* Demonstrated ability to deliver on commitments, building trust with stakeholders and colleagues especially under the pressure of multiple priorities and deadlines.
* Effective interpersonal, teamwork and leadership skills with a demonstrated ability to work both independently, under limited supervision, and as part of a team.

## 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 Monday, 20 January 2025**. 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? [ ]  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 discoveredAccept: 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