



Australian High Commission
Port Moresby

Candidate Information Pack

Senior Legal Policy Officer Legal

Closing Date: Friday, 15 September 2017

This information package should assist potential applicants to understand the work of the Australian High Commission, what is involved in the role, the Selection Criteria, how to apply and also help you make an informed decision to apply.

Position Description

Title	Senior Legal Policy Officer
Classification	Locally Engaged LE8
Reports to	Minister-Counsellor
Location	Port Moresby

About the Australian High Commission in Port Moresby

The Australian High Commission represents the Australian Government by advancing the interests of Australia and Australians in Papua New Guinea (PNG). Our primary national interest is in a strong bilateral relationship underpinned by a peaceful, secure and prosperous PNG and Pacific Region. The High Commission is also responsible for apprising Canberra about developments in areas such as domestic politics, immigration, economics, trade and investment, culture, defence and development cooperation, with a view to informing Australia's foreign policy. And for promoting a positive image of Australia, enhancing people-to-people links, and delivering consular assistance to Australians in need.

About the role

The Senior Legal Policy Officer will work directly to the Minister-Counsellor (Legal) designing and delivering aid-funded programs to combat corruption and strengthen institutional capacity within PNG law and justice institutions. The officer will work closely with all relevant areas of the High Commission and engage externally with aid-funded advisers and senior PNG stakeholders on highly sensitive issues.

The key responsibilities for this position include, but are not limited to:

- Lead the design and delivery in-country of Australia's support to PNG's Department of Justice and other institutions - primarily in the areas of anti-money laundering and counter-terrorism financing and legal policy development
- Provide strategic advice and prepare high quality briefings, reports, submissions and correspondence on law and justice capacity-building support, as well as complex and technical legal policy issues
- Build and maintain strong and productive working relationships with PNG officials across the law and justice sector
- Monitor and evaluate progress of programs, projects and activities in consultation with other implementing partners
- Participate in a range of forums in order to coordinate effectively with other Australian Government programs in PNG, including those managed by DFAT, the Attorney-General's Department and the Australian Federal Police

Required Skills and Capabilities

- Five years experience in program delivery

- Experience in leading the development and management of complex policy projects, programs and activities including the ability to implement such projects
- Experience and skills in legal policy development
- High level communication skills, including the ability to influence and negotiate with diverse stakeholders to achieve policy and project outcomes
- Ability to work under pressure and prioritise in a busy working environment
- Ability to effectively support and contribute to the presentation of detailed and comprehensive reports, policy options and recommendations on complex issues
- Ability to accept responsibility and display initiative
- Ability to work as part of a team
- High degree of proficiency in Microsoft applications

Qualifications

- Formal legal qualifications

Eligibility/Other Requirements

This is a security-assessed position. Applicants must be Australian, United Kingdom, Canadian, United States of America or New Zealand Citizens and must be willing to undergo security vetting.

A current driver's license is required to drive a work vehicle.

Selection Criteria

All interested applicants are required to submit a **one-page statement of claims outlining their suitability for the role**. The statement must address the following selection criteria and provide examples and evidence from previous experience to do so:

1. Supports and Contributes to strategic direction
2. Achieves results
3. Values Teamwork and Builds Partnerships
4. Demonstrates personal drive and integrity
5. Works and communicates with influence
7. Sector knowledge

Note: When considering your application, the Selection Committee will seek evidence of performance against each of these criteria

How to Apply

Applications must be submitted to The Human Resources Manager, pngahc.recruitment@dfat.gov.au by 4.30pm, **Friday, 15 September 2017**. Late applications will not be accepted.

Your application must include:

1. A **Resume** (*3 Page maximum*) which outlines:
 - Employment history;
 - Education, qualifications and relevant training; and
 - The names and contact details of two professional referees.
2. Your **statement of claims against the selection criteria** (*1 Page*).

Please include your name and the job title in the subject line of your email for easy reference. E.g. **John Smith – Senior Legal Policy Officer**

Note: Given the number of applications, only those considered suitable for interview will be contacted.

The Australian High Commission promotes a workplace free from discrimination and harassment and is a smoke and buai free environment. All recruitment is based solely on merit.