



Australian High Commission
Port Moresby

Candidate Information Pack

Learning and Development Officer Corporate Services

Closing Date: Wednesday, 11 October 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	Learning and Development Officer
Classification	Locally Engaged 4 (LE4)
Reports to	Human Resource Manager
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

Under general direction, the Learning and Development Officer plans, develops, administers and evaluates all activities regarding learning and development for all staff at the Australian High Commission (AHC) in Port Moresby.

The key responsibilities for this position are:

- Interpret, develop and implement policies and procedures for learning and development (L&D) to align with Department of Foreign Affairs and Trade (DFAT) corporate policies
- Participate in and contribute to the development, formulation and review of HR post specific policies, programs and initiatives on learning and development (L&D) in consultation with Canberra and post management, as well as other posts and external parties
- Review performance agreement L&D plans to identify training needs for staff and advise on training programs (internally and externally)
- In consultation with Post management and Canberra, coordinate and implement the Post L&D plan
- In consultation with Canberra assist to identify appropriate vendors to run the training programs
- Acquire quotes, prepare procurement documentation and manage the L&D budget expenditure to ensure it complies with finance management policy and procedures
- Monitor L&D activities at Post and prepare monthly quantitative training reports for management
- Other duties as required by the A-based Manager (Consul and Human Resources) and the HR supervisor (LE6)

Required Skills and Capabilities

- High level of communication and interpersonal skills with the ability to interact with staff at all levels
- The ability to manage multiple learning and development tasks/ projects simultaneously
- Excellent organisational, planning, Microsoft applications and administrative skills, including the capacity to work to deadlines and set priorities in a busy environment
- Listening skills to understand and analyse where there may be a workplace need
- Design skills to construct solutions according to learning and development requirements
- Ability to accept responsibility and display creative initiative
- Ability to work as part of a team

Qualifications/Experience

- Proficiency in Tok Pisin highly desirable
- Experience in Learning and Development and HR highly desirable

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
6. Specific Specialist/professional knowledge, skills and experience

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, **Wednesday 11 October 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 maximum*)

Please include your name and the job title in the subject line of your email for easy reference. E.g. **John Smith – Learning and Development 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.