



Australian High Commission
Port Moresby

Candidate Information Pack

Office Manager Australian Federal Police

Closing Date: Monday, 5 November 2018

Enquiries to: pngahc.recruitment@dfat.gov.au

This information pack should assist potential candidates to understand the work of the AHC, what is involved in the roles, how to apply, the recruitment process and also help you make an informed decision to apply.

Position Description

Position number	200129
Title	Office Manager
Classification	Locally Engaged 6 (LE6)
Division/Post/Section	Australian Federal Police
Reports to (title)	Australian Federal Police Senior Liaison Officer

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 Office Manager position is a security assessed part-time position (worked flexibly to a maximum of 30 hours per week). Applicants must be Australian Citizens and must hold a minimum NV1 clearance or be willing to undergo security vetting. Under the Counsellor (Police Liaison)'s broad direction, and with a high level of independence, the Office Manager (OM) will manage the administrative and support operations of the AFP Port Moresby office, including work that is "sensitive" in respect to AFP Policies and Procedures. Duties of the OM include management of finances, property, procurement, projects, travel, liaison and supervision of Locally Engaged Staff. The OM maintains awareness of AFP's operational activities and responsibilities and assists the Counsellor with reporting.

The key responsibilities for this position are:

Program Management/Support (including performance monitoring and quality)

- Provide Operational and Project support to A-based staff, maintain awareness of policing operations of the Office, triage incoming tasks and requests for assistance;
- On behalf of the Counsellor, report on operational activity through formal AFP reporting systems. Manage "sensitive material" accessed in a confidential manner;
- Assist in the preparation and submission of law enforcement reports; Maintain proficiency in the use of the Microsoft Office suite of software;

- Work with a high level of independence and responsibility in consideration of the “sensitive” nature of the information being accessed and utilized.

Policy Development/Implementation

- Assist the Counsellor with preparation of projects in capacity development and training for law enforcement partners, including logistical and financial advice and support;
- Oversee and analyse Project outputs to enable efficient reporting to both internal and external stakeholders; Work to support implementation of Policy initiatives and Policy driven changes.

Communication and Liaison

- Liaise with other law enforcement agencies, foreign missions and Government of Papua New Guinea organisations in support of AFP activities;
- Maintain a contact information database for operational and supplier relationships, maintain commercial relationships with key suppliers and project management partners;
- Monitor and report on “classified” cable and “sensitive” intelligence material to A-based staff;
- Liaise and communicate directly with AFP Headquarters on administration and reporting activities , including matters of a “sensitive and classified” nature;
- Make decisions based on professional judgment with an awareness of the impact to the AFP and the need if required to refer to the Counsellor.

Administration and Finance and/or Information Management

- Manage the financial activities of the office, including accounts payable, financial expenditure acquittals, budget management, management of financial records including “sensitive and confidential” data;
- Maintain relationships with the AFP Headquarters’ Finance Section and ensure compliance with relevant regulations and procedures. Maintain knowledge of all financial procedure and administrative frameworks and comply with same;
- Maintain responsibility for oversight and reporting on office expenditure, capacity development project and new policy initiatives.

People Management/Teamwork

- Manage locally engaged staff, including directing daily duties and function as their key reporting line Manager;
- Manage and coordinate travel itineraries and schedules for meetings for the A-based staff and visiting officials; assist in organising and coordinating official functions;
- Work in a “team” environment that requires both interaction and independence so as to lead to successful outcomes as required by AFP initiatives.

Representation

- Perform Representational activities as directed by the Counsellor, including escorting official delegations.

Required skills and capabilities

- Ability to work under pressure and prioritise in a busy working environment.
- Excellent verbal and written communication skills, including letter and report writing.
- Ability to accept responsibility and display creative initiative
- Ability to work as part of a team
- High degree of proficiency in Microsoft application.

Eligibility/Other Requirements

The successful candidate is required to hold or have the ability attain a minimum NV1 Security Clearance. The successful candidate is required to obtain a satisfactory police check, medical check and maybe required to travel on occasions. A current driver's license is required to drive a work vehicle.

One-page pitch statement of claims

The Australian High Commission, Port Moresby (AHC) uses the one-page pitch (**1,000 words**) approach to job applications. The one-page pitch streamlines the recruitment process for the AHC, the Selection Advisory Committee (SAC) and the applicants.

The one-page pitch is your opportunity to tell the SAC:

- Why you want to work at the AHC
- Why the AHC should select you for employment
- Why you are interested in the role
- How your skills, knowledge, experience and qualifications are applicable to the role

Below is some useful information about the one-page pitch statement of claims that should assist you.

When writing your pitch:

- A 1000 words pitch telling us how your skills, experience and qualifications makes you the best candidate for this opportunity
- Identify your particular strengths and outcomes you have achieved in the workplace
- Don't assume the SAC knows you or your work
- Make it appealing and interesting e.g. demonstrate how you 'saved the day'
- Stick to the point – quality not quantity
- Do not exceed the –**1,000 word limit**, applications that go over this limit **will not be considered**
- Don't repeat what's already in your CV
- Check spelling and grammar
- Font style should be **Times New Roman**, font **size 12**

Identifying examples / evidence to use:

- When selecting your examples, try not to duplicate information that can already be found in your CV, but do highlight any specific examples or achievements that will demonstrate your ability to perform the role
- Make sure your skills, knowledge and experience match what's required and back these up with relevant and recent examples
- Emphasise how well you have performed and back it up with evidence
- Present information about yourself in terms of broader benefits to the AHC and the Development Aid program that you have an interest in and/or skills and experience
- Draw on real examples from your previous or current work experience, volunteer work and/or study which demonstrate your abilities against the selection criteria and are in relation to the role

You should consider using examples that are:

- Specific: show what you have done in the past, the what and the how
- Relevant: demonstrate the requirements of the position / level

- Sufficient: provide enough information
- Valid: are correct and up to date

Selection Criteria

The following criteria will be used to assess an applicant's suitability for a position.

When considering your application, the Selection Advisory Committee will seek evidence of performance against each of the criteria as demonstrated in your one-page pitch statement of claims.

1. Supports and Contributes to strategic direction

The ability to understand the link between the work of the team, the AHC and the section's work in PNG. This is demonstrated by analytical thinking and sound judgement and the ability to translate goals in operational objectives.

2. Achieves results

The ability to work towards the delivery of outcomes and draw on one's own and other's expertise to achieve goals and objectives. It is about how you deal with and implement change. This includes taking ownership, planning and organising.

3. Values Teamwork and Builds Partnerships

The ability to work well in a team, have respect for your colleagues, and build and nurture internal and external relationships. It also includes developing, supporting and mentoring staff.

4. Demonstrates personal drive and integrity

The ability to push yourself to achieve your work goals while maintaining integrity, professionalism and confidentiality. It includes providing impartial and forthright advice, facing challenges constructively, resilience and adaptability.

5. Works and communicates with influence

The ability to communicate clearly with internal and external stakeholders, colleagues and clients, listen, understand and adapt to the audience in presentations and representations. It also includes the ability to negotiate to achieve the best outcome for all parties and creating acceptance and support.

6. Specific specialist/professional knowledge, skills and experience

Demonstrated professional and/or technical qualifications or specialist expertise, knowledge or experience in relation to the role and the section.

How to Apply

Applications must be submitted to The Human Resources Section, pngahc.recruitment@dfat.gov.au by 4.30pm, **Monday, 5 November 2018**.

Late applications will not be accepted. Your application must include:

1. A **Curriculum Vitae** (*3 Page maximum*) which includes:
 - Personal details (do not include marital status, religion or date of birth);
 - Employment history;
 - Education, qualifications and relevant training;
 - The names and contact details of two professional referees; and
 - Interests/hobbies if they demonstrate personal achievements or relate to the selection criteria.

Don't attach certificates, awards etc., these may be requested at interview.

2. Your completed **Job Application Form including your one page pitch (1,000 words)**. A complete Job Application Form **must be submitted to be considered for the next round** in the recruitment process.

Emailed applications **must** include your name and the job title in the subject line of your email for easy reference.

E.g. **John Smith – Office Manager, Australian Federal Police**

Helpful Hints in Applying

Please take your time in completing the job application form and preparing your CV as the Selection Advisory Committee's decision on who moves to the next stage in our recruitment process will be based on the information you provide. Please draw on experience you have gained from work, social or study situations to demonstrate your skills and complete all areas of the job application form.

What happens next?

Acknowledgement

Given the number of candidates applying, only those considered suitable for interview will be contacted.

Shortlisting

Shortlisting of candidates would be expected to commence soon after the closing date for applications. The timeframe for shortlisting will depend on the size of the field, and may take several weeks to complete. The Selection Advisory Committee will shortlist candidates against the selection criteria and only those candidates who demonstrate the strongest claims will be selected for interview.

Assessment of candidates

The Selection Advisory Committee may use a variety of methods to assess candidates. These may include an interview, a written exercise or a specific skills test.

Interview

The AHC will consider candidates available for interview from the date applications close, unless you advise otherwise. The Selection Advisory Committee will give you a minimum of three days notice prior to your interview. Upon notification of your selection for interview, you should advise the Human Resources section of any special requirements. All candidates interviewed will be advised of the outcome via email.

Referee Reports

Details of two professional referees should be listed in the CV. Ideally, one will be your current or recent supervisor. In most circumstances, referee reports will only be requested from candidates shortlisted for interview.

Selection

The AHC's staff selection process is governed by the merit principle. The merit principle requires that selections are based on abilities, qualifications, experience and standard of work performance as reflected in the selection criteria and preclude discrimination on the basis of age, gender, race or sexual preference.

Order of Merit and Placement

This is a generic recruitment round and a number of vacancies in different areas will be filled through this round. Suitable candidates will be placed on an order of merit and may be offered a suitable position up to 12 months from the date of advertising. Being found suitable does not guarantee a promotion, transfer or offer of employment. If a candidate declines the position offered, they will be placed back on the order of merit, and may be offered a position within the 12 month timeframe.

The Australian High Commission promotes a workplace free from discrimination and harassment and is a smoke and buai free environment.