



AUSTRALIAN HIGH COMMISSION OTTAWA

Vacancy – Human Resources and Protocol Officer

Agency	Department of Foreign Affairs and Trade
Title	Human Resources and Protocol Officer
Position number	OTDFAT007
Classification	LE3 (CAD \$44,088 - \$48,014)
Status	Ongoing, Full-time
Closing date	Monday, 1 January at 11:59PM

What we do

The Australian High Commission in Ottawa is responsible for advancing Australia's interests in Canada. We work closely with the Australian Consulate-General in Toronto, the Australian Consulate in Vancouver and the Canadian Government and business community to promote Australia, pursue our foreign policy, trade and security interests, and support Australian businesses in Canada. The High Commission also provides consular, passport and notarial services to Australians in Eastern Canada.

Who we are

We are a motivated and professional team with a wide variety of qualifications and backgrounds. We welcome people with private-sector experience. We value people with ideas, the ability to present them persuasively, and the drive and skill to see them adopted. We take pride in our reputation for acting with integrity and discretion.

What we are trying to achieve

With our dedicated and professional workforce, we strive to develop and implement best practice, provide professional corporate management support within our office while delivering high quality consular and passport assistance to Australian travellers.

The opportunity

This position reports to the Corporate Services Manager. The Human Resource and Protocol Officer position is a varied role that includes supporting the Corporate Services Manager in a range of corporate functions under direction and is the assistant to the Post's Systems Administrator (PSA).

Our ideal candidate

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

- Process human resource related payments, including payroll data calculations
- Assist with recruitment processes
- Process Australia-based Conditions of Service entitlements
- Manage the administration of the Locally Engaged Superannuation Scheme
- Administer the Locally Engaged Staff (LES) health plan

- Manage arrivals and departures of Australia-based and LES staff and associated induction programs
- Maintain electronic Overseas Staff Profile and files
- Prepare Service Level Agreement and Family at Post reports
- Manage the training program
- Arrange accreditation, acceptances, privileges, spousal employment and diplomatic vehicle registrations for Australia-based officers accredited to Canada, including exchange officers
- Arrange non-resident accreditation for nominated Washington officers
- Preparing Third Person Notes for Protocol, Global Affairs Canada and for third country visas
- Manage Head of Mission Foreign Worker contracts
- Assist/backup the Local Area Network Administrator
- Liaise with and report to PSA, Washington Regional Technical Officers and Canberra on IT related issues
- Administer the post's electronic document management system

Eligibility and other requirements

- Qualification, knowledge and/or experience in Human Resources Management
- Knowledge and or/experience dealing with government departments
- Qualification, knowledge and/or experience with information technology local area network administration
- High level written and oral communication skills
- Demonstrated organisational and time management skills and an ability to handle multiple tasks, manage priorities and meet agreed deadlines
- Strong interpersonal skills, flexibility and the ability to establish and maintain effective stakeholder relationships

Desirable:

- French language skills
- The ability to obtain an Australian Department of Foreign Affairs and Trade security clearance

What we offer

- A diverse and inclusive workplace and attractive remuneration package
- Exciting and fulfilling work in a diplomatic mission
- The opportunity to work with strong, smart, visionary and experienced leaders who encourage and support you to develop your interests and expertise and achieve your ambitions

How to apply

Submit an application to recruitment.northamerica@dfat.gov.au by Monday, 1 January at 11:59PM. As part of your application, you will need to provide:

- A two page CV
- A completed [LES Application Form](#) (referees should be work-related and should include at least one current or recent supervisor)

Further information and guidelines on how to prepare a written application and prepare for an interview at the Australian High Commission is available on the High Commission's website:

<http://canada.highcommission.gov.au/otwa/vacancies.html>.

What should I include in my pitch?

Your 1-2 page pitch is a chance to tell us why you are the right person for the job. We want to know why you want to work at the Australian High Commission, why you are interested in the role, what you can offer us, and how your skills, knowledge, experience and qualifications are applicable to the role. In a nutshell – why should we hire you?

Try not to duplicate information that can already be found in your resume, but do highlight any specific examples or achievements that will demonstrate your ability to perform the role.

Who to contact

For role specific information or application questions, please either:

E-mail: recruitment.northamerica@dfat.gov.au

Phone: +1 613 236 0841

Things to note

Locally Engaged Staff (LES) are expected to adhere to the LES Code of Conduct and employment principles in terms of performance and standards of behaviour.

The successful candidate will be required to complete a probity check prior to engagement.

Diversity

We are committed to building a diverse workforce and to fostering a positive workplace where people treat each other and the community with respect. Our recruitment decisions are made on the basis of merit and we do not discriminate on the basis of race, colour, sex, sexual orientation, gender identity or intersex status, age, physical or mental disability, marital status, family responsibilities, pregnancy, religion, political opinion, national extraction or social origin. Our employees enjoy equity and fairness in the workplace, opportunities for professional development, and support to balance their work and private lives.