



AUSTRALIAN HIGH COMMISSION OTTAWA

Vacancy – Corporate Services Manager

Agency	Department of Foreign Affairs and Trade
Title	Corporate Services Manager
Position number	OTDFAT001
Classification	LE6 (CAD \$65,184 - \$77,184)
Status	Temporary (up to one year), Full-time
Closing date	Wednesday, 5 July 2017

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

We have a dedicated and professional workforce. Officers are highly skilled at their work, which includes developing and implementing policy, providing professional corporate management support and delivering high quality consular and passport assistance to Australian travellers.

The opportunity

This position reports to the First Secretary and Consul. Under limited direction the Manager of Corporate services is responsible for managing and overseeing Finance, HR and Corporate services for Ottawa Post. The position is responsible for implementation and improvement of effective, strategic and equitable human resources framework, financial and other corporate policies and procedures to ensure the organization's

ability to attract, retain, develop and manage a highly engaged and committed work force through the provision of systematic and coordinated services.

Our ideal candidate

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

- Provide HR advice and prepare strategic reports including on
 - workforce and succession plans
 - proposed recruitment and termination programs
- Liaise with local labour lawyer on employment issues
- Provide advice and implement strategic HR policies and practices in accordance with local labour law and best practice
- Provide high quality analysis and advice to post management on the development, implementation and evaluation of post strategic action plan
- Coordinate Terms and Conditions of Employment reviews
- Manage the North American Pension Scheme
- Develop and maintain the Training and Mentoring programs
- Negotiate the renewal of the LES Group Benefit Plan
- Ensure the Finance Delegations Schedule is kept up to date and maintained in accordance with departmental requirements
- Provide strategic financial advice and information to post management and attached agencies
- Develop and implement improvement plans and processes for the post's Corporate Services Section
- Lead and represent the Corporate, Consular and Passport Services area at meetings and functions
- Ensure efficient and effective delivery of the Corporate, Consular & Passport Services functions
- Oversee Protocol functions, including accreditation, acceptances, privileges, spousal employment and vehicles, for Australian-based officers accredited to Canada and exchange officers

Eligibility and other requirements

- Qualifications and/or experience in HR, finance or related field
- Highly developed communication, interpersonal and negotiation skills
- Excellent problem-solving and organisational skills
- Demonstrated ability to think strategically and provide written and oral policy advice
- Superior ability to work effectively under pressure and meet deadlines
- Proven ability to be flexible, adapt and lead change
- Knowledge of SAP, PeopleSoft or similar HR information systems desirable
- Knowledge of or ability to interpret local labour law, conditions of service provisions, rules and procedures desirable

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 HR.Ottawa@dfat.gov.au by Wednesday, 5 July 2017. As part of your application you will need to provide:

- A two page CV
- A 1-2 page pitch of no more than 750 words addressing the eligibility and other requirements for this position and outlining how your skills, experience and qualifications makes you the best candidate for this opportunity
- 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.embassy.gov.au/otwa/howtoapply.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: HR.Ottawa@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.