



AUSTRALIAN HIGH COMMISSION OTTAWA

Vacancy – Local Area Network Administrator (LANA) and Policy Support Officer

Agency	Department of Foreign Affairs and Trade
Title	Local Area Network Administrator (LANA) and Policy Support Officer
Position number	OTDFAT008
Classification	LE3 (CAD \$44,088 - CAD \$48,014)
Status	Ongoing, Full-time
Closing date	20 August, 2017 – 11:59PM EST

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

The Australian High Commission is seeking to hire an enthusiastic graduate, interested in supporting Australia's relationship with Canada. Working with local and A-based staff members in a small team, this position has many facets that will be of particular interest to a graduate with a passion for IT and international relations as the position's responsibilities include providing IT support to High Commission staff and preparing research papers on political and other issues of particular importance to Australia.

Key responsibilities

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

- Perform the functions of the Local Area Network Administrator
- Liaise with and report to Post System Administrator on Information and Communication Technology (ICT) related issues
- Evaluate, purchase and install hardware/software
- Undertake ICT audits
- Maintain and upgrade hardware at the chancery and HOM residence
- Maintain and update ICT related procedures and documentation
- Manage users access to the Local Area Network
- Prepare targeted research on foreign, trade, development and other policy matters of interest to Australia
- Produce high quality written materials including briefs, cables, speeches and other public documents, and public affairs material
- Monitor progress of major pieces of legislation through parliament, and parliamentary debates
- Monitor public policy developments of relevance to Australia's interests
- Assist the policy team in the organisation of official visits and major events, including programs and logistics
- Develop and maintain a broad network of contacts across government, political parties, business, civil society and academia
- Assist with the development of High Commission social media strategies
- Act as back-up Human Resources Officer

Eligibility and other requirements

- Tertiary degree in a related field
- Demonstrated competency or familiarity with computer hardware and software
- Proficiency in French is essential

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 Sunday, 20 August. 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.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: 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.

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.