



Australian Consulate-General  
Los Angeles

# APPLICATION PACKAGE

Executive Assistant to the Consul-General

Closing date – 14 September 2017

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## TERMS AND CONDITIONS - General

The Australian Consulate-General, Los Angeles aims to be a competitive and fair employer. The Consulate is committed to providing a package of remuneration, conditions of service and working environment that enables it to attract and retain high quality locally engaged staff who possess the skills, experience and qualifications necessary to assist the Consulate to further Australia's foreign policy objectives and promote Australia's national interests.

Locally Engaged Staff at the Consulate are recruited on strictly merit based selection processes, which are made without patronage, favouritism or discrimination.

## Eligibility Requirements

There are basic eligibility requirements which all applicants must meet:

- **Character requirements:** You must be of good character – that is, you must be able to demonstrate exemplary standards of integrity and professionalism.
- **Security requirements:** Ability to obtain and maintain an Australian Government Security Clearance. This position requires the granting of an Australian National Security clearance to the level of Secret. Applicants must be Australian citizens to be eligible for this security clearance. Applicants unable to receive a clearance will not be employed. There is no requirement to submit a police clearance along with an employment application. The clearance is only required when an offer of employment is made to the successful candidate.
- **Academic/Professional Qualifications:** Many positions at the Consulate require mandatory academic or professional qualifications. Any claims you make with regard to academic and/or professional qualifications must be able to be verified with the relevant institution. False claims could lead to the withdrawal of an offer of employment or disciplinary action, including possible termination of employment.
- **Recipients of a redundancy benefit from the APS (Australian Public Service):** Restrictions may apply to the employment of persons who have accepted a redundancy benefit from the APS or a Commonwealth-related agency. Applicants, who have received a redundancy benefit from the APS and who are shortlisted for interview will be contacted to clarify the affect of the benefit on their potential employment with the Consulate.

## Remuneration Terms and Conditions

The Consulate offers a competitive remuneration package which has been developed in consultation with existing Locally Engaged Staff at the Consulate. In addition to financial remuneration, the package includes competitive leave provisions and other conditions of service.

Conditions of Service for Locally Engaged Staff at the Consulate meet or exceed the provisions of California local labour law.

The Consulate's conditions of service include the provision for additional remuneration on the basis of individual formal performance assessment.

## Selection, Assessment & Outcome

The Consulate often receives several hundred applications for its advertised vacancies. Applications which are incomplete **will not be** short-listed to the next stage of the selection process.

### **The Committee**

The Consulate will establish a **Selection Advisory Committee** to consider applications for the advertised vacancy. The committee will comprise a Chairperson and two other members, all of whom are Consulate employees.

### **The Assessment**

In accordance with the merit principle, the Committee will assess applicants' claims against the criteria for the position by:

- considering written applications
- contacting referees and/or others familiar with your work and whose contacts you have provided, to verify claims made in the application
- short-listing applicants for interview
- conducting interviews

The Committee will then make a report and recommendation regarding the preferred candidate for the position.

### **Outcome**

The Consulate will **only** contact applicants who have been shortlisted for an interview.

Applicants who are interviewed and who are not successful will be advised by formal letter of the outcome.

At the completion of the selection process, successful applicants will be contacted by phone, followed up with a formal offer of employment.

### **Withdrawal of application**

Please advise us in writing, preferably via email ([recruitment.northamerica@dfat.gov.au](mailto:recruitment.northamerica@dfat.gov.au)), if you decide to withdraw from the selection process.



## AUSTRALIAN CONSULATE-GENERAL LOS ANGELES

### Vacancy – Executive Assistant to the Consul-General

<b>Agency</b>	Department of Foreign Affairs and Trade
<b>Position number</b>	9885
<b>Title</b>	Executive Assistant to the Consul-General
<b>Classification</b>	LE4 (USD55,129 – USD62,105)
<b>Post /Section</b>	DFAT
<b>Reports to (title)</b>	Consul-General
<b>Closing Date</b>	Thursday, 14 September 2017 at 11.59PM (LA Time)

#### **About the Department of Foreign Affairs and Trade (DFAT)**

The role of the Department of Foreign Affairs and Trade (DFAT) is to advance the interests of Australia and Australians internationally. This involves strengthening Australia's security, enhancing Australia's prosperity, delivering an effective and high quality overseas aid program and helping Australian travellers and Australians overseas.

The department provides foreign, trade and development policy advice to the Australian Government. DFAT also works with other Australian government agencies to drive coordination of Australia's pursuit of global, regional and bilateral interests.

#### **About the Position**

This position provides daily management of the office of the Consul-General and assists other staff when necessary. The position liaises with a range of stakeholders across the United States and in Australia on issues pertaining to the office of the Consul-General, contributing to the overall effectiveness of the Australian Consulate-General. The position also has responsibility for planning and delivering representational events and provides strong support to the Consulate's Public and Economic Diplomacy team.

#### **Key responsibilities include, but are not limited to:**

- Manage day-to-day administrative arrangements for the Consul-General's office
- Manage Consul-General's diary and forward program, including to coordinate briefing materials as required
- Prepare and manage travel programs for the Consul-General and assist with preparation of programs and appointments for visiting officials
- Manage receipt and dispatch of correspondence including drafting of letters, cables and minutes
- Manage the Consul-General's representational activities including oversight of budget and all aspects of representational events at the Official Residence.
- Supervise the Consul-General's driver and liaise closely with staff at the Official Residence
- Contribute to the delivery of the Consulate's Public and Economic Diplomacy activities, including in support of the G'Day USA program

- Manage the Consulate's contacts database
- Liaise and develop productive working relationships with government, corporate and civil society contacts to expand the Consulate's reach
- Undertake research and analysis as directed by Consul-General
- Assist with visits by Ministers and Parliamentarians as required

#### **Qualifications/Experience**

- Proven experience providing high-level support to senior management in a similar or like organisation
- Proven ability to take initiative, exercise sound judgement and prioritise workloads in order to meet tight deadlines
- Well-developed verbal and written communication skills, high-level interpersonal skills and excellent customer service skills
- Strong planning and organisational skills and a demonstrated ability to work under pressure, undertake new tasks quickly, and adapt to different work environments
- Strong liaison and representational skills and an ability to build and maintain productive working relationships
- Good problem solving and decision making skills and a demonstrated ability to undertake research and analysis

#### **Designated Security position**

This is a Designated Security Position. The successful candidate must be an Australian national or Australian dual nationality citizen who currently holds or is eligible to obtain an Australian National Security clearance to Negative Vetting Level 2.

## ***How To Apply***

**Note:** *These instructions are for Australian Consulate-General Los Angeles vacancies only.*

### **Requirements**

There are two documents required to be submitted in response to LES vacancies. Applications will not be considered if they do not include the following two documents. Please submit application materials in PDF formats only, where possible these should be consolidated into one PDF attachment.

#### **1. LES Application Form and a one-two page pitch.**

Complete this form in full. The one to two 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 Consulate-General in Los Angeles, 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 CV, but do highlight any specific examples or achievements that will demonstrate your ability to perform the role.

#### **2. Resume/CV**

Include an up-to-date resume/CV which details all relevant work experience, and lists most recent or current employment.

### **Please send the required documents to:**

Email: [recruitment.northamerica@dfat.gov.au](mailto:recruitment.northamerica@dfat.gov.au)

OR

Mail: Recruitment Manager  
Embassy of Australia, 1601 Massachusetts Ave NW, Washington DC 20036

### **Accepting the offer**

Those candidates successful in their application for the vacancy will be made an offer of employment subject to verification of start date, employment authorisation, security/background checks etc. ***Start dates for all vacancies cannot be confirmed until satisfactory security/background checks have been completed.***



## LES APPLICATION FORM

### 1. Position Applied For

Position Number	LE Level	Title

### 2. Personal Information

Title	Last Name	Given Name(s)
<b>Primary Contact Number (incl. Area Code)</b>		<b>Street No. and Name</b>
		<b>Apartment No.</b>
<b>Alternate Contact Number (incl. Area Code)</b>		<b>City / State / Zip</b>
		<b>Country</b>
<b>Time difference to Los Angeles</b>		<b>Email Address</b>
		<b>Skype Account Details</b>

**Do you have authorisation to work in the United States? - Yes or No.**

*Note: Anyone may apply for positions within the Consulate-General irrespective of whether you: are entitled to live in the United States through citizenship or a green card; currently have a visa with or without entitlement to work in the United States; or do not live in the United States.*

**Citizenship (include all)**

**How did you hear about the vacancy?**

### 3. Voluntary Retrenchment

Have you ever received, or are you expected to receive, a voluntary retrenchment benefit from the Australian Public Service or another Commonwealth Employer? - Yes or No.

If **No**, go to Section 4

Date Received (DD/MM/YYYY)

Expected Date (DD/MM/YYYY)

Which Department or Agency

### 4. Referees

*Please provide the names and email addresses of two work-related referees whom we can contact. Both referees should be able to comment on your work performance in detail and have supervised you for at least 12 months - one should be your current supervisor.*

#### Referee 1 Details

Name / Company/Position Title

Relationship to Applicant/Years of Relationship

Email Address

#### Referee 2 Details

Name / Company/Position Title

Relationship to Applicant/Years of Relationship

Email Address

### 5. Fit and Proper Person

It is a requirement of employment that Embassy staff be 'fit and proper' persons. Have you ever been criminally convicted? - Yes or No. If yes, provide details below.

### 6. Applicant's Statement

*The above information, to the best of my knowledge, is true and correct. I consent to the Consulate-General/Embassy collecting and using information, and to relevant employers/supervisors disclosing information, in relation to my work performance and conduct for the purpose of assessing my suitability to carry out the duties of the position I have applied for, and suitability for employment to become a Consulate-General/employee. I understand that misstatements or omissions in my disclosures may result in a failure to hire or immediate discharge if they are discovered.*

Signature or tick box below if completing form electronically

Date  
(DD/MM/YYYY)

**One Page Pitch - In one to two pages - tell us why you are the right person for this job**

