

## LES Position Description

<b>AGENCY</b>	Department of Foreign Affairs and Trade
<b>POSITION NUMBER</b>	SUV127
<b>POSITION TITLE</b>	Executive Officer
<b>CLASSIFICATION</b>	LE5 (LES Expatriate)
<b>SECTION</b>	Executive
<b>REPORTS TO (TITLE)</b>	Australian High Commissioner

### About The Department of Foreign Affairs and Trade

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

Working as part of a small team in a fast-paced and rapidly changing environment, the Executive Officer provides high level executive support and manages the offices of the High Commissioner and Deputy High Commissioner.

Working autonomously and under limited direction, the Executive Officer is accountable and responsible for the effective coordination of activities and workflow of the offices and works directly with the High Commissioner and Deputy High Commissioner to ensure priorities are met. The Executive Officer also supervises the Executive Assistant and Transport Officers.

It is expected the Executive Officer will be available to attend events and meetings and respond to issues outside core business hours when needed.

### Key responsibilities of the position include but are not limited to:

- Manage the offices of the High Commissioner and Deputy High Commissioner, including supervising the Executive Assistant and Transport Officers.
- Manage the High Commissioner and Deputy High Commissioner's engagements, and events, including providing recommendations on aligning priorities with policy and engagement objectives and assessing competing priorities.
- Track and manage action items coming in and out of the High Commissioner and Deputy High Commissioner offices, including supporting drafting of responses.
- Coordinate whole-of-mission tasks and products, including preparing and editing a range of communications such as briefing material, agendas and reporting.
- Anticipate and identify the High Commissioner and Deputy High Commissioner's needs, including preparing visit programs, writing speeches, coordinating meetings and other activities.
- Working closely with the Corporate and Consular Section, manage the High Commissioner and Deputy High Commissioner's travel and financial arrangements, including representation allowance.
- Oversee and assist with the organisation of official functions and events and prepare pre-event briefings and record and report on outcomes and action items.

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- Develop and maintain strong working relationships with key stakeholders, partner agency and section heads at post and DFAT's Office of the Pacific to support the High Commissioner's and Deputy High Commissioner's management of post and their bilateral and Pacific regional engagement.

#### **Required Qualifications/Experience/Knowledge/Skills**

- This is a security designated assessed position. Candidates applying for this position must have, or be able to obtain, an Australian Government security clearance (Negative Vetting Level 1) and must therefore be a citizen of Australia, Canada, New Zealand, the United States of America or the United Kingdom. Candidates must also hold a relevant work permit which allows them to work at a diplomatic mission in Fiji.
- Relevant qualifications and/or experience in a similar role.
- Excellent organisational and communication skills and attention to detail, with a demonstrated ability to prioritise tasks, multi-task and produce accurate work.
- Ability to exercise strong judgement, discretion and flexibility in a fast-paced and rapidly changing environment.
- Strong communication and stakeholder management skills, including the ability to liaise and work with high level stakeholders, including government and business officials and representatives.
- Ability to work effectively as part of a small team.
- Ability to operate with a high degree of autonomy and to lead and evaluate issues independently.