



LES Position Description

AGENCY	Department of Foreign Affairs and Trade
POSITION NUMBER	NM008
POSITION TITLE	Policy Officer (Political)
CLASSIFICATION	LE4
SECTION	Policy
REPORTS TO (TITLE)	Deputy Head of Post

About The Department of Foreign Affairs and Trade (Amend for each agency)

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

Under general direction of the DHOP, the Policy Officer (Political) performs research and analysis, prepares briefings, and undertakes domestic political, economic, and foreign/regional policy reporting. The role is also responsible for organising official visits, for which some travel may be required.

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

- Monitor, analyse and report on political, social and economic developments in New Caledonia and Wallis and Futuna.
- Monitor, analyse and report on New Caledonia and Wallis and Futuna's engagement with the region.
- Develop and maintain strong working relationships with a key network of contacts in New Caledonia and Wallis and Futuna.
- Prepare high-level documentation on policy issues, including reports and briefing papers.
- Identify, develop, and implement ideas for events, functions, public diplomacy and social media outreach.
- Undertake translation and interpreting tasks, from English to French and vice-versa, as required.
- Accompany diplomats and Consul-General on regional travel, including planning and managing all aspects of visits around New Caledonia and Wallis and Futuna, including logistics, program preparation, airport facilitation, transport, accommodation and reporting.
- Represent the Consulate-General at external events, conferences and seminars, as required, and report on meeting outcomes and issues identified.
- Provide a range of client services support activities, including crisis management activities and reception duties.
- Support official functions and activities.
- Other duties and back-up roles as required.

Qualifications and Experience

Essential

- Tertiary qualifications in a relevant area of study.
- Demonstrated skills and experience relevant to foreign, development or trade policy.
- Strong communication skills, with fluency in English and French (oral and written) essential.
- The ability to work efficiently and effectively as a member of a small team, including proven initiative, cooperation, flexibility, reliability and effective management of own work priorities and contribution to team outcomes.
- High-level skills in the use of IT applications (Microsoft Office Suite of Applications) and the internet.
- Flexibility and a willingness to perform a wide range of varied tasks and to work at short notice (including weekends and public holidays if required).
- Full driver's licence with an exemplary driving record.

Desirable

- English or French language qualifications and/or certifications, and demonstrable translating and interpreting experience.
- Knowledge of New Caledonian politics