



CONSULATE GENERAL OF AUSTRALIA - NEW YORK

Visits Officer

The Consulate General of Australia in New York invites applications for the position of **PN 11750 - Visits Officer**

The terms of employment will be in accordance with the New York-Based Terms and Conditions of Employment. Employment will be offered on a contract basis, for an initial period of two years, at the LE 4.1 level with an annual salary of US \$61,997. Continued employment is subject to successful completion of a 3 month probation period.

The Consulate General of Australia in New York offers a package that includes recreation and personal days, medical and dental benefits, employee assistance program and a pension plan.

The Consulate General of Australia in New York will not be responsible for any costs incurred when applying for a US visa, relocation costs, nor the return of the officer and family to their country of origin at the end of the contract.

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

The Visits Officer is responsible for all visit logistics at the Australian Consulate General and Permanent Mission of Australia to the United Nations. The position primarily assists the SAO in planning, coordination and implementation of logistical arrangements for official and VIP visits to the New York jurisdiction.

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

- Plan, coordinate and implement logistical support for official visits, including greeting and escorting visitors on arrival and departure, transport arrangements, accommodation bookings, program production, protocol facilitation and hire of equipment
- Negotiate and manage corporate accounts with service providers, including hotel agreements and visit specific contracts
- Manage funding requests from and payments to multiple sources

- Maintain and distribute a list of official visitors and welcome kits and update the database of visit contacts and service providers
- Audit and certify invoices and expense claims for payment related to official visits
- Train and mentor support staff on roles undertaken during official visits
- Assist the SAO to coordinate resources (IT, Security, property, finance and HR) during official visits
- Build and maintain relationships with a wide range of internal and external stakeholders, including Australian and US Government agencies, law enforcement, businesses, corporations, travel and hospitality industries

Selection Criteria

- Demonstrated experience in coordinating and planning for major programs or events
- Ability to work independently using initiative and manage competing priorities
- Excellent attention to detail, sound judgement, and an ability to multi-task
- Highly developed analytical, communication and interpersonal skills
- Demonstrated ability to work productively as a member of a small team

Note: This position requires a significant level of after-hours and weekend work

Designated Security Assessment Position

In accordance with the Protective Security Policy Framework:

- Applicants must be a citizen with the following countries only: Australia, New Zealand, Britain, or Canada,
- Applicants must be willing to undergo security checks necessary to obtain an Australian National Security clearance.

VISA INFORMATION

To work at the Consulate General of Australia in New York, it is a requirement under United States law that you must be either a United States citizen, or a lawful permanent resident ("green card" holder), or hold a visa in the 'A' classification.

It is often necessary for visas to be adjudicated outside the United States. The Mission will facilitate the necessary work authorisation for the successful applicant should he/she be a non-US citizen or non-US Permanent Resident. The successful candidate is responsible for all costs, including travel and accommodation related to visa applications and commencement of employment.

Applicants who have family members who are currently in a different visa class must consider the implications of employment at the Consulate General of Australia in New York seriously before accepting an offer of employment.

PREPARING YOUR APPLICATION

Your application should include:

1. **Employment & Qualification Background** - Complete Attachment A

The form is attached for completion.

2. **Statement of Claim against the Selection Criteria** - Complete Attachment B

In this statement, which should not exceed two (2) pages, you will describe in your own words, why you believe that you are a suitable candidate for the advertised position and how you meet each individual selection criteria.

Statements of claim that do not address all of the selection criteria will not be taken into consideration.

*The Statement of Claim is the centre piece of your application and should be presented in a concise and focussed manner. In preparing your statement of claims, you **must** address each selection criteria and should highlight relevant experience and training; you may also include examples of work you have done and demonstrate how your contribution resulted in a positive outcome for your employer. Your statement of claims should be written in English.*

3. **Provide contacts for two referees** - Complete Attachment C

You need to provide contacts for two referees who are familiar with your professional as well as personal skills and competence. In most cases referees are not contacted unless you are shortlisted for the position, however if we have a tight timeframe we may contact referees before interviews.

4. **Optional Equity and Diversity Data Sheet** - Attachment D

The form is attached.

The Equity and Diversity data sheet is not compulsory, however, it helps us to ensure we are targeting a diverse range of potential employees and it enables applicants to bring to our attention any specific needs they might have – for example highlighting any disabilities which may need to be taken into consideration at the interview venue.

Your completed application package must be emailed by 17:00 06 April 2018 (US EST) to recruitment.northamerica@dfat.gov.au in ONE single PDF document only

Late or incomplete applications will not be taken into consideration.

We thank all applicants for their interest; however only those selected for an interview will be contacted. The Permanent Mission of Australia to the United Nations - New York and the Australian Consulate-General - New York are committed to protecting the privacy of your personal information. Information provided will be used for recruitment and employment purposes only.

ATTACHMENT A

Employment & Qualification Background

1. Personal Particulars

	Surname	Given Name(s)
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Contact Details – address, telephone contact details, email address

2. Current Employment

Month/Year Commenced	Employer	Position

3. Previous Positions Held (including movement within an organisation)

Month/Year Commenced	Month/Year Finished	Employer	Position	Level

4. Academic Qualifications

Year Received	Qualification	Institution

5. Languages

	Proficiency Level

6. Other e.g. Awards, Academic Appointments, Publications, Professional Associations, etc

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ATTACHEMENT C Referee contacts

Please provide the names and details of two referees whom the Consulate can contact if you are short listed for the interview.

Referee 1

Full name of Referee:	Relation to Applicant (employer/supervisor):
Occupation (Position and company):	Phone:
Email:	

Referee 2

Full name of Referee:	Relation to Applicant (employer/supervisor):
Occupation (Position and company):	Phone:
Email:	

ATTACHMENT D Equity and Diversity Data Sheet

The Australian Consulate-General is committed to providing a fair, flexible, safe and rewarding workplace and actively encourages a working environment that is free from harassment and discrimination. The Consulate recognises diversity and the benefits associated with building a workforce that reflects this diversity.

Measures are taken to eliminate employment-related disadvantages on the basis of gender, race or ethnicity, or physical or intellectual disability. To ensure these measures are effective, statistical information about the employment of people in these groups is required. You are not obliged to complete this form, however, by doing so you will help ensure the data collected reveals an accurate reflection of the diversity of our workforce.

Gender:	M	F
Are you a US citizen:	Yes	No
Are you an Australian citizen:	Yes	No
Were you born in Australia:	Yes	No
If you are not an Australian or US citizen, what is your nationality?		
Is English your first language:	Yes	No
Do you have a disability?	Yes	No
(Note: Please indicate below any special requirements you may have at interview.)		
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NOTE: In accordance with the Commonwealth Privacy Act, these details will not be disclosed to other agencies, persons or organisations. Composite statistical data will be used for reporting purposes only.