

**AUSTRALIAN HIGH COMMISSION – KUALA LUMPUR**

Senior Policy Manager – Education, Skills and Employment Section

The Australian High Commission invites applications for the position of Senior Policy Manager within the Department of Education, Skills and Employment. The position is to commence as soon as possible.

The Australian High Commission currently offers an attractive conditions package that includes recreation/medical leave, medical benefits and contractual bonus. The terms of employment will be in accordance with the High Commission’s Conditions of Employment for locally engaged staff in Kuala Lumpur. Employment will be offered on an ongoing basis at a Level 6 locally engaged staff position (LE6) with a monthly salary of RM10,036. Continued employment is subject to successful completion of a 6 month probation period.

The Australian High Commission will not be responsible for any costs in relation to relocation, accommodation arrangements nor the return of the officer to their home town.

**Job Description**

The Department of Education, Skills and Employment (DESE) is responsible for Australia’s national policies and programs for early childhood education, school education, post school skills training (TVET) and higher education, international education and academic research and employment. More information about the Department’s divisions and its staff can be found at <https://www.dese.gov.au/about-us>.

DESE has a small network of diplomatic officers across the world who manage government-to-government relationships in the area of education and research with key partners in Asia, the Americas and Europe. The Education office in the Australian High Commission in Malaysia manages the Australian Government's education and research relationships in Malaysia and Singapore.

Under limited direction, the Senior Policy Manager role supports the Counsellor (Education and Science) in meeting DESE’s objectives, including providing high-level policy advice on complex policy developments across Malaysia and Singapore; developing and maintaining strong working relationships with key stakeholders; and managing the operations of the Kuala Lumpur Education Office.

**Tasks and Functions**

* Independently monitor, research, evaluate and analyse education, training and university research policy developments and opportunities in Malaysia and Singapore in order to provide accurate, complex and specialised advice to the Counsellor on issues as they affect Australian interests;
* Identification, development and maintenance of key stakeholders in Malaysia, Singapore and Australia, including government officials, local and regional education and research representatives and Australian education providers;
* Provide strategic advice to the Counsellor in the development of work plans, which enhance bilateral and multilateral education and research relationships;
* Represent the Education Office at events, meetings and promotional activities, including negotiating participation in joint activities on behalf of the department;
* Contribute to strategic planning under limited direction to achieve key business outcomes, liaising with and reporting to National Office;
* Provide high-level translation support for the Counsellor, other High Commission staff and visiting delegations as required;
* Organise and facilitate complex visit programs for visiting government officials, Ministers or Australian education representatives including meetings, institutional visits, workshops and other events;
* Provide policy and logistical support for the delivery of complex visit programs for Ministers, senior officials and other VIPs;
* Work closely with the Australian Trade Commission; the Department of Foreign Affairs and Trade, Department of Home Affairs and Department of Agriculture colleagues at the Australian High Commission in Malaysia as required to ensure coordination across education, alumni and science and research issues;
* Provide administrative support to the Education Office including but not limited to: writing complex cables, reports of meetings, records of conversations and reports to National Office, maintaining a database of key contacts
* Management of the Education Office’s budget including complex budget reporting to Canberra, development of an annual budget, liaison with the DFAT finance team at post and management of travel booking and related financial acquittals.

**Selection Criteria**

* Tertiary qualification in public policy, international relations, humanities or law;
* Experience working or studying in Australia or another English-speaking country is highly desirable;
* Proven research and analytical skills to identify key issues across a range of complex policy areas of education and research, including as they relate to Australia’s education policy and export interests;
* A high-level understanding of education and research developments across Malaysia, Singapore and the South East Asia region including demonstrated strong capacity in public policy analysis and implementation;
* Demonstrated highly developed written communication skills in both English and Bahasa Melayu, including experience in complex report writing, producing work requiring little or no revision;
* Well-developed oral communication, representational and interpersonal skills in both English and Bahasa Melayu, including demonstrated ability to establish and manage complex relationships with a network of contacts, including senior representatives of government and the education and research sectors;
* High level of independent judgment and decision-making, and well-developed planning and organisational skills, including an ability to work with independence to meet multiple objectives and competing deadlines;
* Demonstrated ability to contribute effectively to meet objectives of a small team, including proven initiative, cooperation, flexibility and reliability;
* High level of proficiency in office software applications, including Microsoft Office products (Word, Excel, and PowerPoint).

**EQUAL EMPLOYMENT OPPORTUNITIES**

The High Commission recruitment decisions are made on the basis of merit and we do not discriminate on the grounds of gender, age, race, ethnicity, sexual preference, religion or disability. Our employees enjoy equity and fairness in the workplace, opportunities for professional development, and support to balance their work and private lives.

**PREPARING YOUR APPLICATION**

**Your application should include:**

1. Employment & Qualification Background - Complete Attachment A

The form is attached for completion.

1. **Curriculum Vitae (CV)** outlining personal details, relevant work experience, educational qualifications and skills (minimum two pages);
2. **A One (1) to Two (2) Page Pitch** of no more than 1000 words addressing how you have the skills and knowledge relevant to the position’s responsibilities, with reference to your relevant qualifications and experience.
3. Provide contacts for two referees - Complete Attachment B

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.

1. *Optional* Equity and Diversity Data Sheet - Attachment C

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 5:00pm, 31 December 2020 (Kuala Lumpur time) to** [ahcklrecruit@dfat.gov.au](mailto:ahcklrecruit@dfat.gov.au)

**Late or incomplete applications that do not address the selection criteria will not be taken into consideration.**

**We thank all applicants for their interest; however only those selected for an interview will be contacted. The Australian High Commission is 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**

|  |  |  |
| --- | --- | --- |
| Title | **Surname** | **Given Name(s)** |
|  |  |  |

|  |
| --- |
| **Contact Details – address, telephone contact details, email address** |

**2. Current Employment**

|  |  |  |
| --- | --- | --- |
| **Month/Year**  **Commenced** | **Employer** | Position |
|  |  |  |
| Brief Description of your duties | | |
|  | | |

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Month/Year**  **Commenced** | **Month/Year**  **Finished** | Employer | **Position** | **Level** |
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**4. Academic Qualifications**

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| --- | --- | --- |
| **Year Received** | **Qualification** | Institution |
|  |  |  |
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**5. Languages**

|  |  |
| --- | --- |
| Language | **Proficiency Level** |
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**6. Other** e.g. Awards, Academic Appointments, Publications, Professional Associations, etc

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**ATTACHMENT B Referee contacts**

**ACHMENT B Referee contacts**

Please provide the names and details of two referees whom the High Commission 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 C Equity and Diversity Data Sheet**

The Australian High Commission 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 High Commission 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 an Australian citizen:** Yes No

**Were you born in Australia:** Yes No

**If you are not an Australian, 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.*