



Australian Government

Department of Foreign Affairs and Trade

Cabinet and Ministerial Support Team Leader (Specialist)

APS Level 6 (\$82,255 - \$92,489) plus superannuation

Executive Branch

Cabinet, Ministerial Submissions and Correspondence Section

Ongoing, Full-time, Part-time

Canberra, ACT

The Cabinet, Ministerial and Parliamentary support cohort provides a range of strategic coordination and enabling services to the department and its ministers, including strategic policy advice, Cabinet and ministerial coordination, parliamentary liaison, ministerial support, and governance. The cohort works across several divisions and, collectively, acts as a key liaison point between the department and ministerial offices, central agencies and collaborating stakeholders.

The work of the team is high profile, dynamic, and at the cutting edge of government decision making. Our external stakeholders include ministerial advisers, parliamentary officers, and officers from other Commonwealth agencies including Prime Minister and Cabinet (PMC). Internally, we work closely with the Secretary's office, Deputy Secretaries, Division heads and line areas in the portfolio.

You will have a track record demonstrating judgment, taking initiative and the ability to build and maintain effective working relationships. You will have well-developed stakeholder engagement, strategic planning and project management skills, excellent written communication skills and the ability to anticipate and manage multiple priorities. You will have the ability to manage staff and team workload.

Candidates must be Australian citizens.

Candidates' attention is drawn to the department's policy on recruitment or promotion to specialist positions. This position is categorised as "specialist". If you are recruited to this position, you will be required to remain in your area of specialisation for the duration of your employment with the department, unless you are successful in a subsequent merit-based selection process.

This is a security-designated position. Prior to engagement selected candidates will be required to obtain an Australian national security clearance at Negative Vetting Level 2. Ongoing employment with the department requires the successful candidates to maintain a security clearance. Loss of a security clearance at any time will lead to termination of employment.

A face-to-face interview is a critical part of the security clearance process. This interview will be conducted in Australia, preferably in Canberra. If you reside overseas please be aware that you will be required to travel to Canberra at your own expense to undertake the security interview. Interviews cannot be conducted by video link or Skype.

DFAT employees are expected to adhere to the APS Values and Code of Conduct and the DFAT Values Statement.

Please visit the DFAT website (**click below**) to view further details of this opportunity.

Applications close Monday 12 November 2018 at 2:00pm AEST.

DFAT WEBSITE