



## Functions Officer (Specialist)

**Classification:** APS Level 3

**Branch:** Executive Branch

**Section:** Ministerial and Executive Liaison Section/Functions Unit

**Employment Type:** Ongoing, Full-time

**Salary:** \$61,585 - \$67,124, plus superannuation

**Location:** Barton, Canberra

**Do you want to make a real contribution to the success of our country internationally?**

### THE OPPORTUNITY

The Functions Unit facilitates senior representational activity in the department in support of Australia's foreign, trade, investment, and development policy interests.

The Functions Officer assists with the delivery of hospitality services for official and diplomatic functions hosted by portfolio Ministers, and the Departmental Executive as well as assisting with the administrative duties.

The department supports flexible working arrangements, including part-time work and job sharing.

DFAT is committed to providing an inclusive and diverse workplace where all employees are valued. We appreciate the experiences, skills and perspectives of all individuals.

We actively encourage applications from people from diverse backgrounds. Please refer to our Workplace Diversity internet page for further information.

This recruitment process will be used to fill current vacancies as well as vacancies which may arise over the coming 12 months.

### OUR IDEAL CANDIDATE

The successful candidate will possess the following attributes:

- Demonstrated experience providing a hands-on service with a high standard of professionalism and personal presentation.
- Demonstrated experience with the set up and service of food and beverages at high level VIP and Boardroom functions, requiring a high standard of room and table presentation.
- Demonstrated awareness of cultural requirements.
- Demonstrated experience with administrative tasks, such as processing of accounts, invoices and managing stock and equipment (in accordance with departmental financial requirements). Ability to apply sound judgement relating to the use of resources.
- Strong interpersonal skills, sound verbal and written communication skills and the ability to work successfully as a member of a small team.
- Comprehensive understanding of safe food handling practices and hygiene requirements.
- Ability to work under pressure, prioritise and multi task in a busy environment with many last minute changes.
- Capacity to work outside of core business hours on ad hoc basis.

### KEY DUTIES

The key duties of the position include:

- Provide a food and beverage service to guests at functions (formal sit down lunches and dinners, receptions, buffet and working lunches).
- Set-up and break down functions (set and clear dining tables and beverage bars, clean chinaware, glassware, and silverware).
- Provide a tea and coffee service to conference rooms.
- Assist with administrative duties, including but not limited to: maintaining stock, ordering supplies, paying suppliers, invoicing, and filing of documents.
- Maintain equipment (clean sinks, bench tops, fridges in the pantries and kitchen, and polish silverware).
- Work collaboratively with other members of the Section, internal and external stakeholders.

### WHAT WE DO

The Department of Foreign Affairs and Trade (DFAT) helps make Australia stronger, safer and more prosperous by promoting and protecting our interests internationally and contributing to global stability and economic growth.

We provide foreign, trade and international development policy advice to the Government, and work with other government agencies to coordinate Australia's pursuit of our global, regional and bilateral interests. We have a dedicated and professional workforce. Staff are highly skilled at their work, which includes developing and implementing policy, negotiating international agreements, delivering high quality international development assistance, providing professional corporate management support and delivering high quality consular and passport services to Australian travellers.

DFAT is the lead agency managing Australia's international presence, including a network of over 100 overseas posts in five continents.

### WHO WE ARE

We are a motivated and professional team with a wide variety of qualifications and backgrounds. We welcome people with experience outside government including from the private and not-for-profit sectors. We value people with ideas, the ability to present them persuasively, and the drive and skill to see them adopted. We take pride in our reputation for acting with integrity and discretion. DFAT is committed to providing an inclusive and diverse workplace where all employees are valued. We appreciate the experiences, skills and perspectives of all individuals. We actively encourage applications from people from diverse backgrounds. Please refer to our Workplace Diversity internet page for further information.

### WHAT WE OFFER

- A diverse and inclusive workplace and attractive remuneration package including generous employer superannuation contributions.
- Exciting and fulfilling work at the heart of government.
- The opportunity to work with strong, smart, visionary and experienced leaders who encourage and support you to develop your interests and expertise and achieve your ambitions.
- The department supports flexible working arrangements, including part-time work and job sharing.

### HOW TO APPLY

Submit an application via the DFAT website at <http://www.dfat.gov.au/careers/> by **Monday 3 June at 2:00pm AEST**. Your application will need to provide:

- your personal details
- a 1-2 page pitch of no more than 750 words telling us how your skills, experience and qualifications makes you the best candidate for this opportunity
- details of your professional experience and qualifications
- details of referees.

Please note that this process captures all the information needed for your application. **Separate resumes will not be accepted.**

Information on the required skills and capabilities for a role at this level can be found on the Australian Public Service Commission website at <https://www.apsc.gov.au/work-level-standard-aps-level-3>

### ELIGIBILITY REQUIREMENTS

Candidates must be Australian citizens.

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 clearance interview. Interviews cannot be conducted by video link or Skype.

Depending on the role into which you are placed, you may be required to obtain and maintain a Working with Vulnerable People/Children registration (or equivalent).

### REASONABLE ADJUSTMENTS

All requests for reasonable adjustments will be considered and managed in consultation with you. We will continue to ask you if you require reasonable adjustments at each stage of the process. If you are successful in gaining employment in DFAT, reasonable adjustments can also be made available to assist you in performing your role.

If you require a reasonable adjustment to allow you to participate in this application, please contact DFAT Recruitment Team via [recruitment@dfat.gov.au](mailto:recruitment@dfat.gov.au) or phone (02) 6261 9811. We will then discuss your needs with you and offer alternative assessment methods where required.

### ADDITIONAL INFORMATION

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.

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

### WHO TO CONTACT

For position-specific information, please contact Zee Balkan-Brown, Functions Manager on (02) 6261 2680.

Queries about the selection process should be directed to the DFAT Recruitment Team via [recruitment@dfat.gov.au](mailto:recruitment@dfat.gov.au) or phone (02) 6261 9811.