



Australian Government

Department of Foreign Affairs and Trade

Manager, Perth Passport Office (Specialist)

Executive Level 1 (\$102,432 - \$114,579)

Australian Passport Office

Passport Client Services Branch

Perth Passport Office

Non-Ongoing/Ongoing, Full-time

Perth WA

Position Reference: 002-2018

The Australian Passport Office and its agents are committed to providing a secure, efficient and responsive passport service for Australia. We issue passports to Australian citizens, both in Australia and overseas, under the Australian Passports Act 2005 (Passports Act) and related laws.

The Manager, Perth Passport Office is responsible for the day to day operations of the Australian Passport Office in Perth. The position manages the day-to-day work of the office to ensure objectives and key performance indicators are met. Duties include planning and allocating human resources and providing development, support and performance counselling to staff. The position is required to exercise a range of delegations under the Passports Act and *Public Governance, Performance and Accountability Act 2013*.

Candidates must be Australian citizens.

To be eligible for engagement successful candidates will undergo a comprehensive security assessment. Employment in the department is dependent on gaining a valid security clearance. Loss of a security clearance at any time will lead to termination of employment.

This is a security-designated position and you will be required to have or be able to obtain a security clearance to Negative Vetting Level 2 prior to commencement.

Should you be successful in securing a position from this recruitment process you will be required to undergo a security clearance. 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.

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

DFAT employees are expected to adhere to the APS values and employment principles in terms of performance and standards of behaviour.

Please visit the **DFAT website** to view further details of the position and to submit an online application by **Monday 26 February 2018 at 5:00pm AEDT/2:00pm AWST**.

DFAT WEBSITE