



**Australian Government**

**Department of Foreign Affairs and Trade**

## Travel Manager (Specialist), Canberra

Executive Level 1

Ongoing, Full time position

Salary: \$98,454 - \$110,129 plus superannuation

Job Reference: 751

We are seeking an experienced travel and contract manager to manage DFAT's travel team and manage DFAT's Whole of Australian Government travel management contract arrangements.

You will have an in-depth knowledge of travel management company (TMC) services, procedures and systems. You will have strong experience in identifying risks and compliance matters and develop strategies to manage these risks.

You will have a demonstrated ability to deliver outcomes in support of departmental objectives and will work to tight deadlines and be able to get across new issues quickly.

You will have demonstrated experience in the travel industry and management of travel operations in a medium to large organisation, utilising SAP or similar travel expense management platforms. You will have experience in identifying risks and compliance matters and developing strategies to manage these. You will have a demonstrated ability to deliver outcomes in support of departmental objectives and will work to tight deadlines and be able to get across new issues quickly. Previous working experience with APS or private TMCs is essential.

Candidate's 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.

Candidates must be Australian citizens to be eligible for engagement and the successful candidate 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.

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 11 July 2016 at 2pm AEST.