



Agency	Department of Defence
Location	Australian Embassy, Berlin
Title	2. Defence Administration Clerk
Classification	LE3
Section	Defence
Reports to (title)	Defence Office Manager
Contract	Employment will be offered on a full-time contract basis. Continued employment is subject to successful completion of a 6 month probation period. The hours of work are 37.5 hrs per week, Monday to Friday.
Gross Monthly Salary	€3609.50
Commencement date	As early as 1 October 2019 (employment and timing will be dependent on successful completion of the security clearance process*).

About the Australian Government's Defence Section in the Australian Embassy Berlin

The role of the Defence Section in the Australian Embassy Berlin is to develop, facilitate and sustain the bilateral defence relationship between the Australian and German governments. This role is assigned to the Defence Attaché - Australia's Senior Defence Representative in Germany - supported by a small team.

About the position

The Defence Administration Clerk (DAC) contributes to the efficient functioning and highly effective outcomes of the Defence Section by providing support to the Defence Attaché (DA) and the Defence Office Manager (DOM) in a wide range of administrative tasks in areas such as finance, travel, Australian Defence Force (ADF) visitors and events.

The key responsibilities of the position include, but are not limited to:

- Processing procurement paperwork, keeping accurate records of transactions and reconciling monthly financial reports with budget data;
- Taking charge of request for visit submissions and assisting the DOM with administration and preparation for ADF visitors;
- Conducting travel research and bookings and managing travel paperwork such as movement requisitions and travel acquittals;
- Maintenance of an efficient records management system;
- Managing the administration required during the planning of representational events such as dinners or lunches hosted by the DA or whole-of-government functions such as Australia Day;
- Assisting with administrative tasks during the planning of commemorative services such as ANZAC Day and Remembrance Day;

- Providing precise translation from German to English of official correspondence as required;
- Liaising with other agencies in the Embassy and Defence in Canberra as necessary;
- Assisting with other functions and activities as directed by the DOM or DA.

***Designated Security Assessment Position**

This position is a designated security assessment position. Applicants must be an Australian, British, Canadian, New Zealand or American national with a valid EU working visa. Employment in the advertised position is dependent on the employee gaining an Australian national security clearance to secret level (NV1). Under Australian Law, persons with German or dual German citizenship cannot obtain such a security clearance. There is no guarantee that the successful candidate for the position will be successful in obtaining a clearance, which can take several months to process. The inability to obtain a clearance prevents that applicant from being employed and loss of security clearance at any time will lead to termination of employment.

Selection criteria

- 1) Eligibility for an Australian government security clearance to secret level and a valid EU working visa (refer to ‘**Security Designated Position**’ above). The ability to work in a secure environment.
- 2) Experience in office administration, basic accounting and numerical work with the ability to comprehend, interpret and apply broad range of procedural guidelines and work with high level of accuracy and detail.
- 3) Excellent organisational skills with ability to work independently, to deadlines and to reprioritise tasks in a dynamic office environment.
- 4) Well-developed interpersonal and communication skills, including the ability to work cooperatively in a small team and liaise professionally with internal and external stakeholders.
- 5) Excellent written and spoken German with a demonstrated ability to translate and/or summarise documents accurately.
- 6) Proficiency with IT systems and Microsoft Office Suite applications.

PREPARING YOUR APPLICATION

Your application should include:

1. **Employment & Qualification Background** - Complete Attachment A

The form is attached for completion.

2. **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.

3. **Curriculum Vitae**

Please attach a current curriculum vitae.

4. **Selection criteria** – Complete Attachment C

Applicants are required to address the selection criteria by completing Attachment C. For each criterion, applicants should limit their response to 250 words. Appendix 1 provides useful information on how to address the selection criteria.

**Your completed application package must be emailed by
09:00 hrs on Monday 9th September 2019 to
personnel.berlin@dfat.gov.au**

We thank all applicants for their interest; however only those selected for interview will be contacted.

1. Personal Particulars

	Surname	Given Name(s)
--	---------	---------------

Contact Details – address, telephone contact details, email address

2. Current Employment

Month/Year Commenced	Employer	Position

3. Qualifications

Year Received	Qualification	Institution

4. Languages

	Proficiency Level

5. Other e.g. Awards, Academic Appointments, Publications, Professional Associations, etc

--

Please provide the names and details of two referees whom the Defence Section 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:	

- 1) Eligibility for an Australian Government security clearance to secret level and the ability to work in a secure environment. Applicants should confirm they have Australian, British, Canadian, New Zealand or American citizenship and, if applicable, a valid EU work permit with date of expiry. If a dual national, please provide details of other nationalities.

Enter response here (maximum 250 words)

- 2) Experience in office administration, basic accounting and numerical work with the ability to comprehend, interpret and apply broad range of procedural guidelines and work with high level of accuracy and detail.

Enter response here (maximum 250 words)

- 3) Excellent organisational skills with ability to work independently, to deadlines and to reprioritise tasks in a dynamic office environment.

Enter response here (maximum 250 words)

- 4) Well-developed interpersonal and communication skills, including the ability to work cooperatively in a small team and liaise professionally with internal and external stakeholders.

Enter response here (maximum 250 words)

- 5) Excellent written and spoken German with a demonstrated ability to translate and/or summarise documents accurately.

Enter response here (maximum 250 words)

6) Proficiency with IT systems and Microsoft Office Suite applications.

Enter response here (maximum 250 words)

The duty statement or role description will help you understand the responsibilities and tasks required in the job. The selection criteria describes the personal qualities, skills, abilities, knowledge and qualifications (if any) a person needs to perform the role effectively.

The Embassy's selection team will assess the responses of all applicants to each criterion. From time-to-time this will be enough to identify the right person for the role. More commonly though, this process creates a shortlist of applicants suitable to move to the next stage—usually an interview.

It is essential to respond to each criterion, writing at least one to two paragraphs explaining how you have demonstrated the particular skill or quality. Provide relevant examples from your work, study or community roles. Be clear and to the point. If a word or page limit is set, make sure you stick to it, and edit your responses for grammar, spelling and punctuation.

It is important to provide evidence to back up your claims. Where possible use actual examples of what you have done, how well you did it, what you achieved, and how it relates to the requirements of the job. The **STAR model** can help you form your answer.

What is the STAR model?

The STAR model is one way of presenting information against selection criteria. For each criterion think about the following and use these points to form sentences:

Situation - Set the context by describing the circumstance where you used the skills or qualities and gained the experience.

Task - What was your role?

Actions - What did you do and how did you do it?

Results - What did you achieve? What was the end result and how does it relate to the job you are applying for?

How do I address the selection criteria?

The most important aspect of addressing selection criteria is to provide evidence through relevant examples. Support your claims with actual, specific examples of what you have done and how well you did it. The following steps provide guidance on how to address selection criteria.

Step one –Understand the selection criteria

As an example, take *written communication skills*. The associated selection criterion could be:

'Well developed written communication skills. This includes the ability to:

- *structure written communications such as reports to meet the needs and understanding of the intended audience;*
- *express opinions, information and key points of an argument clearly and concisely; and*

- *write convincingly in an engaging and expressive manner*’.

It is important that you clearly understand what is meant by each selection criterion before drafting a response. Your application itself may also be used to assess this criterion.

Step two – Opening sentence

Begin each selection criteria with an opening sentence that clearly states your claim to this criterion. For example:

‘I possess strong written communication skills, which I have developed over the course of my career.’

Support the statement with detailed examples of where you demonstrated these skills. The following steps will help you to provide a structured, easy-to-understand response.

Step three – Brainstorm ideas for each criterion

For each selection criterion, brainstorm ideas from your recent work life. Ideally, confine your examples to the last two or three years of employment, or other relevant examples (e.g. study, community participation). At this stage, it is useful to generate as many examples as possible.

Step four – Expand on your brainstorming ideas and provide the evidence

Expand on these points from step three. Go back to each criterion and choose which examples to use, by matching them against the wording of the criterion. Once you have finalised your examples, you need to demonstrate how they meet the different aspects of the criterion. Be specific and describe exactly what you did, including the outcome, to demonstrate convincingly that you have met the requirements of each criterion. Here, the STAR method described earlier can be used. For example:

Situation – role as Research Support Officer

Task – needed to ensure that managers were kept informed of policies and procedures

Action or approach – initiated monthly newsletter, which was emailed to each manager. Took responsibility for writing the main articles. This involved obtaining ideas and input from other stakeholders to ensure that the articles reflected managers’ needs (in terms of content and language)

Result – led to improved lines of communication between managers and the Research Support Unit. Feedback was consistently excellent. Received divisional achievement award for newsletter quality.

Once this has been achieved, you can then write the draft paragraph in full. For example:

As Research Support Officer, I needed to ensure that managers were kept informed of policies and procedures. To do this, I initiated a monthly newsletter, which was emailed to each manager. I took responsibility for writing the main articles in each publication. This involved obtaining ideas and input from other stakeholders to ensure that the articles reflected the needs of managers, both in terms of content and language. I received consistently excellent feedback in relation to this newsletter from these internal clients and my own manager. I received a divisional achievement award for the quality of this newsletter from management. Importantly, this initiative resulted in improved lines of communication between managers and the Research Support Unit.

Remember to use only one or two of your strongest examples to respond to the selection criteria.

Step five – checking work

At this stage, you should read through your application, and check the following points:

- a) Have I been honest? Your responses should reflect an accurate picture of your role and achievements.
- b) Have I used positive and specific language? Avoid ambiguous or unclear expressions such as *'involved in'* or *'assisted'* as it makes it difficult to understand exactly what you did. Words and phrases which could reduce credibility should also be avoided (e.g. some, a little, limited, somewhat).
- c) Have I used strong action (doing) words? Avoid using passive language. For example, *'I received consistently excellent feedback in relation to this newsletter from these internal clients and my own manager'*, is better than simply stating, *'Feedback in relation to this newsletter was consistently excellent'*.
- d) Have I avoided unsupported claims about my capabilities? For example, rather than simply saying, *'The newsletter was received well by others'*, this assertion is substantiated in the following way: *'I received a divisional achievement award from management for the quality of this newsletter'*.
- e) Have I addressed all aspects of the criterion? It is important that you go back to the wording of the particular selection criterion. In the example provided, it is clear that the content refers mainly to the first descriptor, *'structure written communications to meet the needs and understanding of the intended audience'*. To make a full statement against the criterion, *'well developed written communication skills'*, it would be necessary to address the remaining two descriptors in additional paragraphs.
- f) Have I paid attention to the language of the criterion? For example, writing a response to the criterion *'well developed written communication skills'* requires a focus on actual experiences and the degree of skill in this area. However, if the criterion was phrased *'knowledge of effective written communication skills and techniques'*, this would require different examples which do not necessarily rely on describing actual performance in the workplace.