

Senior Policy Officer – Santiago de Chile, February 2023

Agency	Department of Foreign Affairs and Trade
Position number	SCL003
Title	Senior Policy Officer
Classification	LES 5
Section	Policy
Reports to (title)	Deputy Head of Mission

About the Australian Government's Department of Foreign Affairs and Trade (DFAT)

The role of the Department of Foreign Affairs and Trade (DFAT) is to advance the interests of Australia and Australians internationally. This involves strengthening Australia's security, enhancing Australia's prosperity, delivering an effective and high-quality overseas aid program and helping Australian travellers and Australians overseas.

The Department provides foreign, trade and development policy advice to the Australian Government. DFAT also works with other Australian government agencies to drive coordination of Australia's pursuit of global, regional and bilateral interests.

About the position

Under the direction of the Deputy Head of Mission, this position will have direct responsibility for researching and analysing political, economic, trade and investment developments within Chile and Ecuador and their impact on Australia's interests. Duties will also include writing reports and media summaries, coordinating visits by ministers and officials, assisting with the delivery of Australia's Direct Aid Program in Ecuador, and interpreting and translation tasks, and supporting visit programs. The position may include opportunities for travel in Chile and Ecuador.

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

- Undertake political and economic policy research and analysis, prepare high-quality reports and provide advice, including on government priorities in Chile and Ecuador;
- Monitor developments and contribute to reporting on domestic political, regional and thematic issues;
- Monitor and provide advice on Congress consideration of bills including the following topics: international trade, security, migration, defence, taxation, pensions, education and budget issues;
- Prepare speeches and briefings for the Ambassador ahead of events and meetings with Embassy stakeholders including government contacts;
- Develop and strengthen strategic relationships with contacts in Chilean government ministries, businesses, academia, NGOs, and other embassies;
- In collaboration with political and economic section team members, coordinate programs for visiting ministers and officials;
- Assist with the delivery of Australia's Direct Aid Program (DAP) in Ecuador, including determining priority areas, monitoring project implementation and processing financial acquittals; and
- Translate documents from English to Spanish and Spanish to English, including speeches, diplomatic communications, policy papers, and letters. As required, act as informal interpreter for visiting officials and Australian diplomatic officers.

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Qualifications/Experience

Essential

- Superior oral and written proficiency in Spanish and English.
- A university degree in a relevant field.
- A minimum of two years' work experience in a relevant field, preferably involving economic or political research and analysis and/or coordinating visits/events.
- Highly developed conceptual, research and analytical skills and a strong understanding of Chile's political and electoral system.
- A high level of initiative, judgement and strong organisational skills and the ability to work independently.
- Proven ability and experience to provide interpretation and translation in Spanish and English in both directions.
- Excellent writing, presentation and communication skills.

Desirable

- Familiarity with Australia is not essential, but may be an advantage.
- Demonstrated experience in public policy is not essential, but may be an advantage

Eligibility

To be eligible to work at the Australian Embassy in Santiago de Chile, the successful applicant will require:

- a clean police background check, Certificado de Antecedentes; and
- if a non-Chilean national, a valid work permit/visa.

NOTE: The embassy will not be able to assist applicants to secure a visa beyond providing an offer of employment. Applicants from Australia are encouraged to apply though the Embassy will not cover relocation costs. The employee's appointment will be subject to a four-month probation period.