



## Australian Embassy – Santiago de Chile

<b>AGENCY</b>	Department of Foreign Affairs and Trade
<b>TITLE</b>	Senior Policy Officer
<b>CLASSIFICATION</b>	LES 5
<b>SECTION</b>	Policy
<b>REPORTS TO</b>	Deputy Head of Mission
<b>SALARY</b>	CLP 1,956,942 per month Plus CLP155,000 meal/transport allowance
<b>AUTHORISED TO</b>	<input checked="" type="checkbox"/> Represent the Australian Embassy in Official Duties <input checked="" type="checkbox"/> Access classified information relevant to the role <input checked="" type="checkbox"/> Exercise financial delegations on behalf of the Australian Embassy and the Australian Government
<b>SYSTEM ACCESS</b>	<input checked="" type="checkbox"/> Classified Government Network <input checked="" type="checkbox"/> Classified Government Records
<b>COMPLIANCE FRAMEWORK</b>	All staff must comply with all applicable corporate and operational requirements that arise at law or pursuant to policies and authorised practices.
<b>TENURE</b>	This is an <b>ONGOING</b> role, with a probation period of 4 months.
<b>JOB CATEGORY</b>	<b>POLICY</b>   CONSULAR   ADMINISTRATION   RESEARCH   IMMIGRATION
<b>LOCATION</b>	El Golf, Las Condes, Santiago

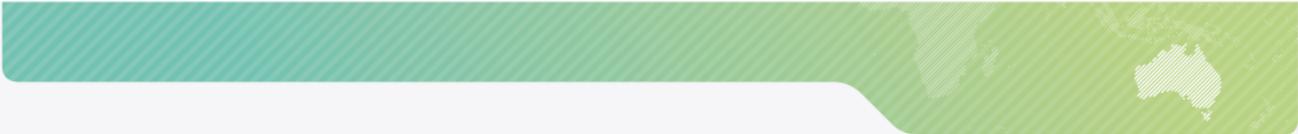
### About the Australian Government's Department of Foreign Affairs and Trade

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 coordinating visits, writing reports and



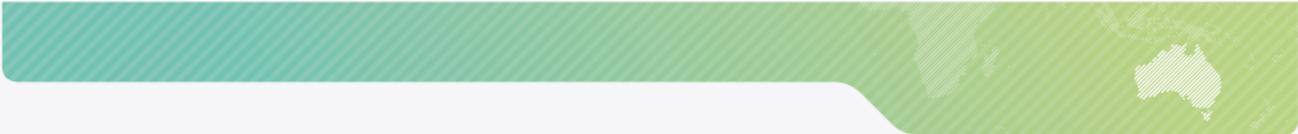
media summaries, assisting with the delivery of Australia's aid program in Ecuador, interpreting and translation tasks, and digital diplomacy. The position may include opportunities for travel in Chile and Ecuador.

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

- Undertake political and economic policy research and analysis, prepare 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 but not limited to the following topics: taxation, pensions, education, migration, mining/energy, defence, international trade, and budget issues;
- Prepare speeches and briefings for the Ambassador ahead of events and meetings with Embassy stakeholders including government contacts;
- Develop and maintain relationships with contacts in Chilean government ministries, businesses, academia, NGOs, and other embassies;
- Assist with the delivery of Australia's Direct Aid Program (DAP) in Ecuador, including determining priority areas, monitoring project implementation and processing financial acquittals;
- Assist with the development and implementation of the Embassy's Economic Diplomacy Strategy including support for gender equality and policy cooperation initiatives, alumni and media engagement;
- 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;
- In collaboration with political and economic section team members, coordinate programs for visiting ministers and officials.

**Qualifications/Experience**

- Language: Superior oral and written proficiency in Spanish and English;
- Education: A university degree in the relevant field;
- Experience: A minimum of two years' work experience in a relevant field, preferably involving economic or political research and analysis and/or coordinating visits/events
- Skills: 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.