



Reference number: Various	Date Approved: 21 July 2008
Title: Assistant Director	Closing date: 08 August 2008
Designation:	Executive Level 1
Division:	International
Branch:	Various
Location:	Canberra
Immediate supervisor:	Executive Level 2
Security Clearance:	Top Secret

International Division

The role of International Division is to advise the Government on international climate change issues and to lead international climate change negotiations for Australia. The Division is responsible for developing, in collaboration with relevant agencies and stakeholders, Australian Government positions on issues relevant to the development of a post-2012 international climate change agreement, as well as on Australia's obligations under existing treaties including the Kyoto Protocol.

EL1 vacancies exist across a range of sections in the Division.

Duties

The successful candidates for these positions will assist in the management of the work of the sections, which are primarily responsible for:

- Providing advice to the Government on developments in key international climate change forums
- Providing guidance on the implementation of Australia's international obligations
- Analysing the potential impact that proposed new international frameworks may have on Australia's national interests
- Australia's strategic climate change engagement in the region
- Representing the Department and the Government at high level meetings – including international negotiations
- Consulting, negotiating and liaising with key stakeholders, including industry and NGO bodies and other government agencies and foreign government representatives
- Assisting in the management of the team and more junior staff

Qualifications/Experience

Relevant Tertiary Qualifications are desirable.
Relevant experience is essential.

Security Assessment

These positions are security assessed positions. The successful candidates will be required to undergo a security assessment to obtain a Top Secret Security Clearance in advance of taking up the position.

Selection Criteria

Based on the Australian Public Service Commission (APSC) Integrated Leadership System Capabilities. It is strongly recommended that you read the APSC's detailed version of these Capabilities before addressing the selection criteria. They are available at (<http://apsc.gov.au/ils/>)

1. Shapes strategic thinking
2. Achieves results
3. Cultivates productive working relationships
4. Exemplifies personal drive and integrity
5. Communicates with influence
6. Relevant skills and expertise in relation to the job description
7. Demonstrates an understanding of Australia's international climate change interests
8. International experience, particularly in negotiations, would be an advantage

Please note that candidates will not normally be acknowledged on receipt. Only short listed candidates will be contacted regarding the next phase in the selection process. To those candidates who are not short listed, we extend our thanks for considering DCC as a potential employer. The contact officers for these positions are: Robert Owen-Jones, Assistant Secretary, Multilateral Negotiations Branch, International Division. Contact phone: 6275-9757; and Clare Walsh, Assistant Secretary, International Negotiations (Forests and Adaptation Branch), International Division. Contact phone: 6274-1966.