



## AUSTRALIAN HIGH COMMISSION, SINGAPORE

The Australian High Commission in Singapore is seeking an energetic and professional individual with relevant experience to work as a Manager - Human Resources & Protocol in the Corporate Services team. As a Manager - Human Resources & Protocol you will be responsible for leading and directing the activities of the HR team in the delivery of shared services to the High Commission. The role provides practical and operational HR support and provides strategic advice on employment law, employee relations, payroll and pension processing. In addition, the Manager Human Resources & Protocol provides protocol support to the High Commission through formal correspondence with Ministry of Foreign Affairs (MFA) and other country missions in Singapore.

This advertisement is for an anticipated vacancy in the role. Duty statement and selection criteria are provided below.

### Job Description

The Manager - Human Resources & Protocol is expected to undertake the following tasks:

- Manage the HR team and provide strategic direction and policy advice for the execution of HR programs including:
  - Locally Engaged Staff (LES) terms and conditions
  - workplace planning, staff development and performance management
  - compensation and benefits strategies
  - employee relations
  - equality and diversity.
- Manage and develop the HR team's delivery of client services:
  - compensation and benefits activity, including payroll management
  - recruitment, selection and induction
  - learning and development
  - Work Health Safety (WHS) and other well-being activities.
- Monitor and analyse changes in local employment legislation affecting LES, including applicable policies, and prepare responses on the implications of such changes for the High Commission.
- Drive the management agenda on a range of committees.
- Manage contracts and/or performance of external service providers for the following:
  - applications associated with work pass applications and/or letters of consent and liaising with the Ministry of Manpower
  - Employee Assistance Program (EAP) and other providers
  - negotiation with medical insurance providers for staff medical insurance workers compensation insurance
- Responsible for formal communication associated with protocol related issues with MFA and other country missions in Singapore.

This is a full-time position. Normal hours of work are Monday to Friday 8:30am to 5:00pm.

### Selection Criteria

It is expected that the successful applicant will meet the following criteria in relation to the above tasks:

- Demonstrate an understanding of local employment legislation and human resource management practices.
- Possess strong communication and negotiation skills with highly developed written and oral skills. Proven ability to deal confidentially with a wide range of clients, from a variety of cultural backgrounds and experience with supervising staff in a small team.
- Demonstrated ability to engage and negotiate with key stakeholders and service providers.
- Proven ability to follow directions, solve problems and determine priorities while working in a high-pressure environment. Strong attention to detail, an investigative nature, with good organisational skills.
- Demonstrated management or awareness of information security and an ability to handle sensitive information with uncompromising levels of discretion. Diligent approach to record-keeping, both electronic and hard copy, in accordance with Australian Government guidelines.

## Background

The Australian High Commission is the official representative of the Australian Government in Singapore. We provide a range of services to the general public and act on behalf of various Australian Government authorities by representing Australia's interests.

## Conditions of Appointment

Employment at the Australian High Commission is subject to the successful completion of local police check and a medical clearance.

Normal hours of work are Monday to Friday 8:30am to 5:00pm. A two year contract will be offered, however the successful completion of a 6 month probation period is required.

A bonus of 1.5 months' salary is paid annually in December and additional performance-based salary increases or bonus are offered. This position is offered at the Locally Engaged Staff 5 level. Salary SGD\$5,290 per month.

The Australian High Commission in Singapore will not be responsible for any costs incurred when applying for a Singapore visa, relocation costs, nor the return of the staff member and family to their country of origin at the end of a contract.

## How to apply

The High Commission will establish a Selection Advisory Committee (SAC) to assess applications, conduct interviews, check referees reports and prepare a report for the delegate recommending the most suitable applicant.

**Please provide a written one page pitch on why you are the most suitable applicant. Applicants must write no more than 750 words. Please note that applications failing to comply will not be eligible.**

**Information from referees forms an important part of the selection process. Applicants should carefully select two referees who can speak in detail regarding their skills and suitability for the role. Details about the current position and relationship of each referee should be provided, along with email and mobile phone contact details.**

Applicants are advised to carefully consider the selection criteria when preparing their application. Based on the information provided in applications received, the SAC will shortlist applicants for interview. Interviews are expected to take place in April 2021.

Applications should include:

- Completed Job Application Pack
- One page pitch (maximum 750 words)

Applications should be submitted electronically to [recruitment.singapore@dfat.gov.au](mailto:recruitment.singapore@dfat.gov.au) or by post marked “Sensitive: Personal” to the following address:

Recruitment Manager  
Australian High Commission  
25 Napier Road  
Singapore 258507

The selection process usually takes several weeks and applicants will be advised of the final outcome. If the position becomes vacant within 12 months of the date of this advertisement, the order of merit for this position may be considered for any similar vacancies.

Australian Government objectives, under which the High Commission operates, can be found on the Department of Foreign Affairs and Trade website ([www.dfat.gov.au](http://www.dfat.gov.au)).

**Applications close midnight 11 April 2021.**