

## LES Position Description

<b>AGENCY</b>	Department of Defence
<b>POSITION NUMBER</b>	NMDF01
<b>POSITION TITLE</b>	Defence Engagement Officer
<b>CLASSIFICATION</b>	LE4
<b>SECTION</b>	Defence
<b>REPORTS TO (TITLE)</b>	Australian Defence Force Liaison Officer

### About The Department of Defence

The primary role of the Department of Defence (Defence) is to defend Australia and its national interests. In doing so, Defence serves the Government of the day and is accountable to the Commonwealth of Australia, which represents the Australian people to efficiently and effectively carry out the Government's Defence policy. Australia's defence policy is founded on the principle of self-reliance in the direct defence of Australia, but with a capacity to do more where there are shared interests with partners and allies.

### About the position

Working under direction from the Australian Defence Force Liaison Officer (ADFLO), the position is responsible for supporting the day-to-day operations of the Defence Office in New Caledonia. Duties include planning, protocol and logistic support to military personnel and delegations moving between Australia and New Caledonia and liaising with a wide range of French and Australian authorities to support mutual military activities. The position provides administrative, briefing and language support to the ADFLO and may represent the Defence Office at official events.

### Key responsibilities of the position include but are not limited to:

- Conduct high-quality research, analysis, and reporting, including preparing briefs and minutes, reports, and briefing papers, on defence issues for the ADFLO.
- Provide high-level interpreting and translation for the ADFLO and Australian Defence delegations visiting New Caledonia, including translating media and press releases covering Defence activities.
- Assist the ADFLO by liaising with relevant stakeholders in the French Armed Forces in French Polynesia and New Caledonia in support of the ADFLO and Australian Defence Force (ADF) objectives.
- Support all administrative and operational aspects of the Defence portfolio in New Caledonia, including to the Defence Attaché in Paris.
- Support the ADFLO to build and maintain relationships across a broad range of stakeholders, including defence counterparts and government officials related to Defence engagement.
- Support the management and coordination of incoming and outgoing Defence delegations, including but not limited to, ministerial visits, high-level dialogues, routine visits, and exchanges.
- Support the management and coordination of routine and extraordinary Royal Australian Navy (RAN) ship and Royal Australian Airforce (RAAF) aircraft visits.
- Represent Defence through liaison with the French Armed Forces in New Caledonia, as required.



## Required Qualifications and Experience

- Qualification in international relations or a related field and relevant work experience.
- Proven written and oral linguistic skills in English and French that are effective in a range of situations, including, but not limited to interpreting, translating, hosting and conversing with speakers from a range of backgrounds including military and political leaders.
- Strong understanding of French and New Caledonian protocol and ability to liaise effectively with French authorities and a wide range of internal and external placeholders.
- Highly developed relationship building and negotiation skills.
- Highly developed organisational and time management skills to prioritise and complete competing requests across multiple agencies.
- Proven analytical and problem-solving skills with the ability to use initiative and work flexibly under minimal supervision.
- Proficient in use of the Microsoft Office Suite including Microsoft Teams, Adobe Acrobat and mobile communication tools.

## Desirable knowledge and skills

- A working knowledge, or the ability to quickly attain knowledge and understanding of ADF processes, procedures and terminology.
- The ability to obtain an Australian national security clearance, requiring citizenship of Australia, New Zealand, Canada, the United Kingdom or United States.