

CORPORATE SERVICES ADVISER, MEXICO CITY

INFORMATION PACK

Austrade Overseas Performance Level: AOPLD

Term: Permanent part-time:
18 hours 45 minutes/week

Total Cash Salary: \$308,624 MXN

Location: Mexico City, Mexico

THE ROLE

The Corporate Services Adviser will provide onsite corporate assistance to Austrade's Mexico City Post located in the Australian Embassy. This flexible part-time position will also work as part of a team under the direction of the region's Corporate Services Manager and assist them drive the delivery of integrated and client focused corporate support across the region.

Reporting to the Americas Corporate Services Manager based in New York City, the Corporate Services Adviser will:

- deliver a suite of corporate support services to ensure efficient and effective Post operations
- assist in monitoring compliance with corporate policies, procedures and standards, and drive consistent application across the region

DUTIES

Support the Trade Commissioner to effectively deliver the region's business plan initiatives by:

- providing administrative support including undertaking day-to-day tasks such as:
 - finance administration activities including procurement and the preparation and processing of payroll
 - generate reports to monitor performance against the Post budget and an industry sector budget
 - onsite human resource assistance (e.g. recruitment and training logistics; local leave and allowances management; personnel records and work health and safety co-ordination)
 - onsite information technology support
 - facilities management and office support
 - residential property administration and maintenance coordination
 - asset management (including motor vehicles), and
 - security administration support
- supporting Australian based staff and their families as they transition to and from Post
- assisting with the development and maintenance of Business Continuity Plans
- assisting with office and residential leasing and fit-out, when required



- co-operatively work as part of the region's corporate support team to deliver efficient and effective services
- ensuring consistent compliance with Austrade policies and procedures, Delegations, the Public Service Act (Australian), and local labour laws within the region
- working with the Corporate Services Manager to identify risks and assist with the implementation of mitigating strategies
- working in partnership with the broader Corporate Services Group to assist with the delivery of consistent, efficient and effective global approach to corporate support services
- establishing and fostering effective internal and external working relationships with colleagues, stakeholders and clients, including the Department of Foreign Affairs (DFAT), attached agencies at Post, banks, government employment agencies etc
- contributing to knowledge creation within Austrade by adopting information practices, sharing knowledge and information, and by embracing best practice and development opportunities
- working collaboratively within the Austrade network to contribute to service delivery and achieving desired outcomes, while upholding the Australian Public Service Values and Code of Conduct and Work Health and Safety (WHS) principles

MANDATORY ATTRIBUTES

1. Demonstrated working knowledge of contemporary corporate service management practices including experience with computer-based packages
2. Well-developed time management skills and proven experience of working independently and in a culturally diverse team
3. A good communicator who is able to influence and negotiate with internal and external stakeholders
4. Initiative and sound judgement with the ability to prioritise work under limited supervision and solve problems
5. Customer service orientated with the willingness and ability to work as part of a team in delivering services
6. Strong skills in using digital tools
7. Excellent written and spoken English and Spanish and an understanding of local culture and work practices

DESIRABLE ATTRIBUTES

Experience in one or more of the following areas would be highly desirable:

- Human Resource management
- Financial management
- Facilities and property management

ABOUT AUSTRADE

We are the Australian Trade and Investment Commission – or Austrade – and we're responsible for promoting Australian trade, investment and education to the world.

We help Australian businesses grow by linking them to global export opportunities; we attract international investment to help Australia reach its economic potential; we help start-ups innovate and go global and we promote Australia's leading-edge education services to the world to help drive growth within this sector. Our tourism policy and programs also help to build a thriving tourism industry.



Australian Government

Australian Trade and Investment Commission



With employees working in over 80 offices around the world, we are a globally focused and inclusive employer who invests in our people. See if we are the type of organisation you want to work for by finding out more about us on our [website](#).

HOW TO APPLY

Now that you are familiar with Austrade, we want to hear about you! By referencing the duties of the role, you should outline in a cover letter how your skills, experience and qualifications make you the right candidate for this role.

We are interested to hear why you would like to work for Austrade, and understand how your personal attributes (in addition to your professional skills) can add value to Austrade.

Attach a concise resume to your application and the details of two referees who can confirm your credentials and discuss your suitability for the role.

Applications will be accepted via Austrade's online recruitment system, eRecruit. Submit your online application through the [Austrade Employment Page](#) by **11:30 pm (Mexico City time) Wednesday, 3 June 2020**.

Only candidates who complete their application in Austrade's online recruitment system will be considered. For assistance with the online recruitment system contact [Recruitment](#). All applications received before the closure date will be reviewed, however the Panel holds complete discretion to close a position prior to the listed closure date if deemed necessary. The Panel also has the discretion to consider further applications after the position has been closed.

ELIGIBILITY

To be eligible to apply for this role, you must have:

- › **Work Authorisation** – Applicants must be legally authorised to work in Mexico (or be able to obtain authorisation).
- › **Language** – The position requires high-level written and spoken English and Spanish language skills.
- › **Security** – The successful applicant must be willing to complete an Austrade Pre-Employment Screening Pack and be confirmed as a suitable person to access Government resources, prior to commencement in the role.
- › **Experience** – Minimum two years in Corporate Services role
- › **Qualification** – relevant qualification is desirable

GENERAL INFORMATION

Austrade is a strong supporter of equal employment opportunities, you can see how we are building a culture of diversity and inclusion [here](#).



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