



HUMAN RESOURCES COORDINATOR

The U.S. Consulate in Sydney is seeking an individual for the position of Human Resources Coordinator in the Management Section.

Salary: A\$71,819 p.a.

All applicants must address the selection criteria detailed below with specific and comprehensive information supporting each item.

1. A university degree in Business Administration, Communication, Liberal Arts or Humanities and five years progressively responsible experience in human resources, personnel management and administration (or a combination thereof) is required **OR** Higher School Certificate/High School diploma and eight years progressively responsible experience in human resources, personnel management and administration (or a combination thereof) is required.
2. Level 4 (Fluent) written and spoken English is required. This will be tested.
3. Knowledge of human resources regulations and local practices as they pertain to hiring, OH&S, evaluations/performance counseling, training, employee benefits, and supervisory responsibilities is required.
4. Ability to independently research available guidelines, draw proper conclusions and formulate accurate responses on behalf of management.
5. Must demonstrate tact, good judgment and discretion in dealing with all personnel and sensitive personnel matter, including medical records and related issues.
6. Excellent customer service skills and the ability to coordinate closely with colleagues from several offices and a willingness to help others out as required.

For further information please refer to the [duties and responsibilities statement](#).

Forward letter, response to the selection criteria and resume to the Regional Human Resources Office, American Embassy, Moonah Place, YARRALUMLA ACT 2600 **by September 18, 2013.**

Hand delivered applications cannot be accepted. Offers of employment are subject to medical and security clearances.

Note: Only short listed applicants will be contacted regarding the next phase of the selection process. To those applicants not short listed, we extend our appreciation for considering the U.S. Government as a potential employer.

The U.S. Government is an Equal Opportunity Employer and maintains a drug-free work environment.

POSITION TITLE: HUMAN RESOURCES COORDINATOR	POSITION GRADE LE-8 (STARTING SALARY A\$71,819)
--	--

DUTIES AND RESPONSIBILITIES

The incumbent provides an extensive range of HR services for U.S direct-hire (USDH) and locally engaged staff (LES) at the Consulate. Those services include but are not limited to recruitment of LES, eligible family members (EFMs) and official residence employees (ORE) for the Consul General. The incumbent provides advice to the USDH staff – for example, during arrival and departure of new officers – and to LES on regulations and policies related to local employment benefits, performance management, etc. The incumbent administers the Medical Program, Occupational Health & Safety (OH&S) Program and incentive Awards Program. The incumbent provides assistance to the Management Officer and is also responsible for completing several reports, such as the annual compilation of the Health & Medical Report among others.

The incumbent must have excellent customer service skills, a genuine interest in people and the ability to coordinate well with others. While the Management Officer in Sydney is the supervisor for this position, the incumbent will also need to take advice and guidance from the Regional Human Resources Office (RHRO) and the Regional Medical Office (RMO) in Canberra and work with the Australian Department of Foreign Affairs and Trade (DFAT).

Major Duties and Responsibilities con't

1. HUMAN RESOURCES FUNCTION (75%)

(A) Local Employee Program

The incumbent is expected to provide first-line advice to supervisors and employees in relation to local labor laws as they pertain to the areas below and consult with RHRO on any regulatory issues that are especially complex.

- Employee Orientation - Briefs new employees on full range of benefits including probationary period, eligibility for within-grade-increases and promotions, evaluation reports, annual/sick leave accrual, holidays, superannuation, tax obligations, leave loading, worker's compensation, time and attendance, and arranges for security briefing with the Regional Security Officer (RSO).

- Training - Undertakes research into local training options across a wide range of competencies, including management, IT, health/OH&S, and English language. Establishes and maintains records of training undertaken by all post personnel; Consults with LES to review Training Feedback summaries following completion of training.
- Leave, Superannuation, Taxation, Grievances, Reduction-in-Force Plan, Mission Awards, Jury Duty, Alternative Work Arrangements, Comp Time.
- Separation of Employees - Upon receipt of an employee's resignation/retirement notice, ensures the necessary paperwork (including the check-out package) is completed and processed in a timely manner.

(B) LES Recruitment Campaigns

The incumbent is responsible for recruiting all LES for all sections and agencies at the Consulate, including for example U.S. Commercial Services, the Public Affairs Section, Transportation Security Administration, U.S. Secret Service, etc. Based on information received from employing section or agency, the incumbent reviews the position description, prepares the vacancy announcement (VA) text and then distributes throughout the U.S. Mission and local community by placing the VA with appropriate media outlets – newspapers, newsletters, targeted circulars, online, etc.

The incumbent receives and reviews application forms; designs interview questions and applicable tests in consultation with line management (e.g. typing tests, writing and work samples, etc.); checks references, develops proposed rank order of applicants for review by supervisor; and, when necessary, coordinates with the Post Employment Committee (PEC) on the hiring of a preference candidate. The incumbent provides technical guidance on selection procedures and – once a candidate is selected – drafts interview report as required and prepares offer package. The incumbent prepares a letter of authorization for medical examination and ensures the completed medical report is received from the physician.

The incumbent is responsible for the new-hire orientation program and advises new LES of regulations concerning their employment and benefits as indicated below and ensures all employment forms are completed by employees in a timely manner.

(C) Performance Management

Position Descriptions – For all serviced agencies (State, USCS, TSA, FPD, USSS, IRS) the incumbent assists Consulate employees and their supervisors, as requested, in the editing and updating of position descriptions. Final copies processed and reviewed for transfer to RHRO.

LES Work Plans & Evaluations – Ensures supervisors complete the evaluations and work plans in a timely manner, reviews completed forms for consistency, completeness, and compliance with regulations. Processes Within Grade Increases and Promotions.

Discipline and Conduct – advises supervisors and staff on policy and process. Works with supervisors when disciplinary action is required to be taken.

Files – Maintains all personnel files for Consulate Sydney and undertakes a large volume of document transfer with RHRO. Distributes to the Consulate community any relevant telegrams and information.

(D) Official Residence Employees (ORE)

The incumbent is responsible for assistance with ORE recruitment and hiring in coordination with the Consul General in Sydney. Ensures ORE receive approved salary increases. Ensures workers compensation cover is maintained. Prepares all contracts and paperwork relating to ORE staff visas and documents required by DFAT.

(E) American Program

The incumbent is responsible for the timely completion of all required (US and Australian) arrival/departure processes such as:

- determination of Welcome Pack contents and their dispatch to officers;
- drafting of all cables regarding arrivals, status of quarters, home leave and departures;
- Notifies the Department of Foreign Affairs and Trade (DFAT) via Diplomatic Note of staff movements, facilitate issuing of consular cards, tour extensions, births, marriages, private domestic

The incumbent serves as the local contact point on various Department of State (DOS) drives and programs such as Thrift Savings Plan (TSP) and the Federal Employees Health Benefits (FEHB), including the processing of queries, resources, and completed forms. Provides advice and assistance across a broad range of benefit programs, including annual/sick/ home leave balances, savings/allotments, insurance, retirement, direct deposits, and education.

(F) Family Member Employment

Provides information on family member employment opportunities within the Consulate. Briefs eligible family members on the three different mechanisms of employment (Family Member Appointment Program, Personal Services Agreements, and When Actually Employed (WAE) Program).

Seeks approval from Management and DFAT for family members requesting to work on the local economy. Notifies DFAT by Diplomatic note when a dependent finds outside employment. Advises family members of terms and conditions associated with employment on the local economy such as tax requirements, superannuation, etc. Responsible for the full-range of duties to the recruitment of Department of State U.S. Appointment Eligible Family Member (AEFM) designated positions in accordance with DOS Recruitment Policy. Works closely with a U.S. citizen eligible family member (AEFM) in accordance with the HR/OE recruitment policy.

(G) Medical and OH&S Services

The incumbent administers post's Medical Program, researches local counseling, dental and specialist medical services as requested by supervisors, edits and prepares the Medical Handbook in coordination with RMO. The incumbent also manages all LES pre-employment and home-leave and departure medical check-up requirements for USDH staff and advises American Officer's and families on a range of medical entitlements, health-related problems, hospitalization procedures and medical clearances. The incumbent is also responsible for sending cables requesting fiscal data to cover medical procedures, examinations and medical evacuation (medevac) cases. The incumbent also establishes and maintains post's First Aid program, including provision of training, updating of intranet site, supplies coordination, and response documentation.

(H) Internship Program Coordinator

Incumbent provides administrative support for the Internship Programs for U.S. Consulate General Sydney (Virtual Student Foreign Service (VSFS) and Foreign National Student Intern Program (FNSIP)) and acts as intermediary between the Embassy and the Consulate on the State Intern Program. Provides oversight of the VSFS and FNSIP through the WAE Management Clerks at the direction of the Management Officer, and coordinates with university MOU signatories to advertise, recruit, and collect applications from university students. Announces intern selections, answers any inquiries Consulate agencies/sections may have pertaining to interns' assignments to the Consulate and resident agencies. For both internship programs, prepares individual files, sends welcome packages to interns informing them of their assigned supervisors and provides interns with background notes on their stay in Sydney. Maintains liaison with RHRO on the State Intern Program, and both RHRO and RSO Sydney for the FNSIP, related to obtaining security and medical clearances for Interns assigned to U.S. Consulate Sydney. Incumbent ensures intern evaluation reports are prepared and submitted to RHRO and HR Sydney by the required due date for both internship programs.

(I) Special Projects

Undertakes independent research and makes proposals to the Management Officer, supervisors, and the RHRO in connection with various HR reporting and/or policy requirements raised by post management.

2. ADMINISTRATIVE DUTIES (20%)

Performs a wide range of duties involving independent negotiation and external liaison, research, and project management responsibilities including, but not limited to:

Management Assistant

Manage with minimal oversight several recurring important Management Section functions:

- Maintain/update the Duty Program and Management Section portion of the Emergency Action Plan (EAP).

- Draft Management Notices, correspondence and letters for the Management Officer.
- Plan the consulate Awards Ceremonies.
- Complete ad hoc reports for the Management Officer as needed.
- Design, research and keep up-to-date Sydney's several handbooks, including: (a) New Arrivals Handbook (b) Departures Guide, (c) Duty Handbook, (d) Education Handbook, among others (annually January),.
- Generally, keep up-to-date Management Section information and data including on digital media, for example on the SharePoint site, the Overseas Briefing Center site, etc.

WAE Management Clerks & WAE Security Escorts

Responsible for managing the WAE Management Clerks on projects assigned by the Management Officer and General Services Officer. Maintains the WAE rosters, receives requests and prioritizes WAE coverage caused by either staffing gaps and/or need for assistance. Ensures that both funding and a WAE employee are available. Responsible for assigning WAE employee to cover the request. Informs both the employee and requesting section of the assignment. Obtains feedback on performance from sections and prepares input for performance evaluation reports.

Report Compilation

Medical Handbook, Selection/Recruitment, DFAT (Consulate Staff/Titles), and overseeing of Surveyor for Retail Price Survey.

Records Maintenance

Ensures the timely and accurate updating of Address & Telephone contact lists, Duty Rosters, Duty Bag Management Binder inserts.

Back Up Duties

- CLO – serves as the primary back up. Provides a wide range of information to American Officer's and their families, particularly as this pertains to schooling, entertainment, employment and local services.
- Visits Coordinator – Serves as the primary back up. Responsible for arranging logistical support for VIP visits in New South Wales (NSW) and Queensland (QLD), and providing routine travel support for member of the Consulate.
- Protocol Assistant – serves as the secondary back up.

3. OTHER DUTIES AS REQUIRED (5%)

The incumbent may also be called upon to perform other duties as required by the Management Officer, including occasional support of VIP and other high-level visitors and officials.

NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED UNRESTRICTED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

SELECTION PROCESS

When fully qualified, US Citizen Eligible Family Members (USEFMs) and US Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Currently employed US Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.
6. The candidate must be able to obtain and hold a Sensitive But Unclassified security clearance.

TO APPLY

Interested applicants for this position must submit the following for consideration of the application:

Universal Application for Employment as a Locally Employed Staff or Family Member (DS-174); or

A current resume or curriculum vitae that provides the same information found on the UAE (see appendix below); or

A combination of both; i.e. Sections 1 -24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; plus

Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional U.S. Veterans preference

must submit documentation confirming eligibility for a conditional preference in hiring with their application.

Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION TO

Regional Human Resources Office
American Embassy
Moonah Place
YARRALUMLA ACT 2600

Or via email to: usaembrhro@state.gov

THE DEADLINE FOR APPLICATIONS IS SEPTEMBER 18, 2013

The U.S. Mission in Australia provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

US Mission Australia maintains a drug free work environment.

APPENDIX

If an applicant is submitting a resume or curriculum vitae, s/he must provide the following information equal to what is found on the UAE.

Failure to do so will result in an incomplete application.

- A. Position Title
- B. Position Grade
- C. Vacancy Announcement Number (if known)
- D. Dates Available for Work
- E. First, Middle, & Last Names as well as any other names used
- F. Current Address, Day, Evening, and Cell phone numbers
- G. U.S. Citizenship Status (Yes or No) & status of permanent U.S. Resident (Yes or No; if yes, provide number)
- H. U.S. Social Security Number and/or Identification Number
- I. Eligibility to work in the country (Yes or No). A copy of valid work visa/permit is required. *(If yes, Mission HR may require verification of eligibility. Please attach copies of all documentation that confirms your legal eligibility to work in this country (e.g., work permit, residency permit). If you are not sure if you need to submit proof of eligibility, contact the Mission's HR office).*
- J. Special Accommodations the Mission needs to provide
- K. If applying for position that includes driving a U.S. Government vehicle, Driver's License Class / Type
- L. Days available to work
- M. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location)
- N. U.S. Eligible Family Member and Veterans Hiring Preference
- O. Education
- P. License, Skills, Training, Membership, & Recognition
- Q. Language Skills
- R. Work Experience
- S. References