

LES Position Description

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| AGENCY | Department of Foreign Affairs & Trade |
| POSITION NUMBER | TBC |
| POSITION TITLE | Senior Program Manager |
| CLASSIFICATION | LE6 |
| SECTION | Various including opportunities in Education, Infrastructure, Justice and Development |
| REPORTS TO (TITLE) | First Secretary |

About The Department of Foreign Affairs and Trade

The role of the Department of Foreign Affairs and Trade (DFAT) is to advance the interests of Australia and Australians internationally. This involves strengthening Australia's security, enhancing Australia's prosperity, delivering an effective and high quality overseas aid program and helping Australian travellers and Australians overseas. The department provides foreign, trade and development policy advice to the Australian Government. DFAT also works with other Australian government agencies to drive coordination of Australia's pursuit of global, regional and bilateral interests.

About the position

This position will work with local and Australian staff to oversee and manage development assistance program to key priority sectors. The Senior Program Manager will provide advice on policy and strategy development and contribute to the broader work of the High Commission. As a vital member of the team the Senior Program Manager will undertake coaching and mentoring of junior staff and will work closely with Solomon Island Government and partners to achieve agreed development objectives.

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

- Establish, maintain and strengthen productive working relationships with key partners and stakeholders including senior government officials, other donors, civil society organisations, international organisations and diplomatic mission staff to advance Australia's interests
- Represent and promote the interests of the Australian Government in a range of forums and meetings, including providing authoritative advice, reporting and analysis on Australian participation, and operational and policy issues
- Contribute to the effective design, implementation and monitoring of Australia's aid program including:
 - management and oversight of advisers, contractors and delivery partners;
 - contract and financial management, including budget monitoring and forecasting; and
 - ensuring accurate, timely and high-quality reporting in line with DFAT's requirements.
- Lead the coordination of risk assessment and risk management activities including identifying emerging risks and advising mitigation strategies
- Prepare and deliver a range of high quality reports, briefing papers, speeches, correspondence and discussion papers for senior management including analysis of program performance, priorities, issues and risks
- Interpret, apply and operationalise Australian Government and DFAT policies, translating strategic direction into practical program and operational outcomes

- Lead or assist with the planning, coordination and delivery of public diplomacy activities and events that support Australia's objectives and enhance stakeholder engagement

Required Qualifications/Experience/Knowledge/Skills

- Relevant tertiary qualifications in a related field (desirable) and/or equivalent professional experience in development, policy or program management
- Demonstrated ability to manage and oversee complex development programs, including delivering results and managing risks
- Excellent written and oral communication skills in English and Pidgin
- Demonstrated ability to develop and maintain effective working relationships with a range of stakeholders
- High level of initiative, flexibility and judgement, and advanced problem-solving capabilities
- Ability to supervise, mentor and lead others in a multicultural team including implementing work plans, setting tasks and priorities, managing workflow and allocating resources
- Ability to work independently, exercising accountability for outcomes while operating within established priorities, policies and methodologies
- Demonstrated capacity to contribute to strategic planning and the development of program objectives, balancing short-term delivery requirements with longer-term policy and program outcomes