



British
Consulate-General
Melbourne

A2(L) HMRC Liaison Support Officer

Applications are invited for the position of a full-time Liaison Support Officer based at the British Consulate-General in Melbourne. The jobholder will be reporting to Her Majesty's Revenue & Customs (HMRC) Fiscal Crime Liaison Officer (FCLO).

HMRC is the UK's tax and customs authority and is responsible for making sure that money is available to fund the UK's public services and for helping families and individuals with targeted financial support. We do this by collecting tax and customs duties on behalf of the UK government from the honest majority of UK taxpayers as well as bearing down on those that commit tax evasion and fraud. HMRC's overseas network of FCLOs is an integral part of the way that we do this.

This role involves providing essential support functions to enable the FCLO to operate effectively and lawfully. This is an exciting and challenging role, and you will be working in a fast-moving environment where time critical actions are crucial to success.

The successful candidate will join a dynamic, global team working at the forefront of the fight against organised crime, tax fraud, and international money laundering. Reporting directly to the FCLO, you will play a pivotal role in facilitating the flow of information between UK-based investigators and key partners within the region's tax, customs, and law enforcement community.

The post is based in Melbourne but will involve travel across Australia and sometimes abroad.

The role will involve the following core responsibilities:

- Gathering relevant information from a wide range of sources, identifying and analysing the impact of this on the UK and regional partners and then disseminating the information in an accurate and timely manner.
- Engaging with local and international partners on behalf of the FCLO in a professional manner, mindful that they represent the UK government.
- Searching and monitoring open source and media reporting to identify anything relevant to the aims of HMRC in region.
- Working closely with all partners in the Consulate-General in Melbourne and the wider British Government presence in the region to advance the aims of HMRC.
- Manage the Liaison Office on behalf of the FCLO. Duties include record management, maintaining office accounts, planning outward and inward visits in the region, and, on occasion, organising events.
- Play an active part in the Consulate-General in Melbourne, including representing the FCLO at key meetings.

Skills and competences required:

Candidates will be able to provide evidence of their skills and expertise in the following areas:

- Excellent organisational skills and a practical approach to multi-tasking and problem solving, as well as the ability to quickly grasp complex issues
- Strong IT skills – interrogation and maintenance of databases as well as good skills in all MS products
- Ability to process and understand large amounts of data and information, turning this into concise and accurate reports
- Strong interpersonal and communication skills
- Excellent organisational skills for document and record management
- Ability to work with minimal supervision, prioritise workloads, and be accountable for own actions and decisions

- A clear understanding of the need for confidentiality in this area of work as well the consequences of personal and professional lapses in security

Candidates must also be available for occasional interstate/ international travel.

Previous experience of working in a law enforcement or intelligence environment will be highly regarded but not essential.

Project management skills as well as experience of engaging with senior stakeholder on a regular basis are also an advantage.

The successful candidate must also be able to demonstrate strengths in the following competences, and provide evidence of this in previous jobs at interview:

- Collaborating and partnering
- Making effective decisions
- Leading and communicating
- Delivering at pace

Salary:

Salary is at AU\$ 62,473 per annum (paid out monthly), calculated pro-rata, plus 11% superannuation.

Initial appointment is until 31 July 2019 with possible extension. The formal job description may be subject to amendment in the future.

Appointment is subject to an AFP records check and UK security clearance.

To Apply:

Please visit <https://goo.gl/YQ85zK> in order to apply. All applications must be received before 11:55PM AEDT- Australian Eastern Daylight Time (UTC/ GMT +11 hours) on 19 November 2017.

Incomplete application forms will not be taken into consideration, so please ensure to provide the information requested.

Open only to Australian citizens, permanent residents, and partners/ dependents of UK-based diplomatic staff currently posted in Australia.

Staff recruited locally by the British High Commission and its Consulates is subject to Terms and Conditions of Service according to local Australian employment law.

The British Government supports flexible working practices. Interstate applicants will be required to meet their own travel and relocation expenses.

We regret to advise that we will only be contacting short-listed candidates. Applicants called for an interview will be assessed on the core competencies listed above. To those applicants not short-listed, we extend our appreciation for considering the British Government as a potential employer.

The British Government is an equal opportunities employer, dedicated to inclusivity, a diverse workforce, and valuing difference.