

LES Position Description

AGENCY	Australian Federal Police (AFP)
POSITION NUMBER	DL4006
POSITION TITLE	Language and Administration Team Member
CLASSIFICATION	LE4
SECTION	Timor-Leste Police Development Program (TLPDP)
REPORTS TO (TITLE)	Corporate Support TLPDP

About the Australian Federal Police

The Australian Federal Police (AFP) enforces Australian Commonwealth criminal law and protects Commonwealth and national interests from crime both within Australia and overseas. The AFP also provides assistance offshore in fields ranging from stability and peacekeeping to capacity building missions dependent upon the needs and requests of the host Nation.

About The Timor-Leste Police Development Program (TLPDP)

The TLPDP is a joint initiative of the governments of Timor-Leste and Australia to support National Police of Timor-Leste (PNTL) and Scientific Police of Criminal Investigations (PCIC) goals the delivery of professional police services that contributes to a peaceful, stable and secure nation.

TLPDP has the role of establishing a policing capability where the governance, values, and operational characteristics of the support and increasingly strengthen the rule of law in an evolving democracy. The TLPDP does not have executive policing powers in Timor-Leste.

About the position

The Language and Administration Team Member is responsible for providing comprehensive language and administrative support to facilitate effective communication and efficient business operations as determined by the Timor-Leste Police Development Program (TLPDP).

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

- Interpreting or translating documents, concepts and issues from English to Tetun and vice versa, both orally and in writing, in a variety of settings including (but not limited to) adult training classrooms, conferences, informal/formal discussions, events and meetings
- Provide simultaneous translations during meetings, training courses and conferences
- Interpreting and translating written Portuguese language to English (including legislation)
- Supporting TLPDP members with the coordination of communications and administration tasks as required (i.e. scheduling, visa applications, travel bookings, participant confirmation, catering and function bookings)
- Assist in the planning and delivery for TLPDP taskings and events
- Co-ordinating competing requests and managing workflow across taskings.
- Developing, strengthening and maintaining relationships with key stakeholders, acting as a liaison point for enquiries, issues and advice.
- Representing TLPDP in training courses, meetings and events as required.
- Creating, formatting and designing documents, databases and presentation slides.



Required Qualifications/Experience/Knowledge/Skills

- Experience in the provision of language assistance (translation)
- Fluency in written and spoken English and Tetun skills
- Written and spoken Portuguese skills
- Experience working with key TLPDP stakeholders, including the ability to maintain respectful and productive working relationships
- Ability to work in a team and contribute to enhancing team capacity through collaboration
- Demonstrated competence with Microsoft Office computer applications
- Personal attributes that include integrity, adaptability and resilience, a strong work ethic and personal drive
- Ability to prioritise work, meet task deadlines and produce accurate work