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| **Agency** | Australian Office, Taipei |
| **Position number** | TP014 |
| **Title** | Policy Research Officer |
| **Classification** | LE4 |
| **Section** | Economic and Policy Section |
| **Reports to (title)** | Manager, Policy Unit |

**About the position**

The Policy Research Officer reviews and analyses Taiwan’s economic, political and legislative developments, and provides analytical reports or drafts cables as requested.

**The key responsibilities of the position include, but are not limited to:**

* Conduct research and analysis, in both Chinese and English, including from government and NGO sources, the press and the media and prepare written reports on the key issues and findings.
* Prepare draft analytical reports on economic developments, trade and investment and other policies.
* Prepare talking points and biographies for A-based meetings with economist and other policy interlocutors.
* Support post management with analysis, research and statistics on trade and economic issues.
* Maintain a data bank for key office contacts, government, foreign representatives, politicians, political party, business and enterprise representatives.
* Translate Chinese-language articles and correspondence as required.
* Provide administrative and logistic support for the Policy Unit, including making appointments and administrative arrangements.
* Support broader post priorities, as directed, including through the provision of administrative tasks and event support for public diplomacy activities and other Australian Office events.
* Coordinate logistics, draft programs and contribute to program development visits, including making appointments and providing advice on meetings and events.
* Perform other duties and back up to the Representative's Personal Assistant as required.

**Qualifications/Experience**

* High fluency in spoken and written English.
* High fluency in spoken and written Mandarin.
* Tertiary degree in relevant area.
* Demonstrated ability to deliver strong oral and written analysis of political and economic issues.
* Strong organisation and time management skills. Ability to multi-task and reprioritise in response to changing requirements.
* Strong interpersonal skills, and a demonstrated ability to build networks and liaise with a range of stakeholders.
* Strong negotiation and written and spoken communication skills.
* Strong computer skills and previous experience using the Microsoft Office suite of applications and electronic data management systems.
* Proficiency in writing reports and arranging meetings.
* Attention to detail and accuracy.
* Understanding of Australia and the Australia-Taiwan bilateral economic relationship.