



## Embedded Corporate Services Advisory Team Leader

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| <b>Position Title</b> | Embedded Corporate Services Advisory Team Leader (ECSATL) |
| <b>Work Area</b>      | Papua New Guinea (PNG)                                    |
| <b>Supervisor</b>     | Bryn Jones Director, Policing, Law and Justice            |

### Tetra Tech International Development

Tetra Tech has a 40-year history in successfully delivering international development projects on behalf of donors right around the world. Our people work side by side with local partners to support stability, economic growth and good governance, positively changing people’s lives.

Tetra Tech International Development is part of global consulting firm Tetra Tech. The International Development team implements and manages projects designed to strengthen social and economic infrastructure and improve the lives of people in the Asia Pacific region.

Every Tetra Tech relationship is built on trust. Trust that is hard-earned through our proven expertise, our depth of global experience and our commitment to stay one step ahead. We create value throughout the project lifecycle and deliver vital international and local development projects for our clients. Our united group of specialists take enormous pride in collaborating with our project partners. By digging deeper. Thinking smarter. And seeing further. All so we can deliver the smartest solutions, every time.

We welcome applicants of all genders, disabilities, ages, ethnicities, and language group.

### Our Values

We are a values-based organisation, and our values reflect who we are and what we stand for, and strengthen our engagement with colleagues, partners and clients through our shared values and behaviours.



### Overview of [Work Area]

The PNG-Australia Policing Partnership (PNG-APP) was forged through which the Australian Federal Police and the Royal Papua New Guinea Constabulary (RPNGC) collaborate to improve policing in PNG and to tackle trans-national crime. The PNG-APP through technical advice, training, mentoring, and coaching provides capacity development and support across 24 deliverables in the operations, training, and corporate reform areas of the RPNGC.

The ECSAT under the management of the Coordinator Corporate Services (CCS), provides services directly into the RPNGC's Head Quarters and the Administration Support Wing (ASW). Since 2015 the ECSAT has proven adept at flexibly meeting the RPNGC's changing corporate services support needs. Given their co-location, the ECSAT Advisors enjoy privileged access to many of the RPNGC's senior and executive managers. They influence the design and delivery of key activities and carry high levels of responsibility for the maintenance and development of the PNG-APP's relationship with the RPNGC.

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### Purpose and Objectives

Starting in 2022, the ECSAT transitioned towards supporting a significant infrastructure programme. The remaining non-infrastructure ECSAT consists of two advisors: Advisor Human Resources and Advisor Procurement & Logistics. The ECSAT Advisors work with and through their key counterparts often on transactional outputs but always focused on how to build sustainable capacity within the RPNGC.

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### Key Responsibilities

The ECSAT Advisors will report to the ECSATL. The ECSATL will report to the CCS. The ECSATL will work with and through key counterparts to advise, mentor, and provide 'on the shoulder' support in the implementation of actions towards achievement of the PNG-APP's deliverables.

The ECSATL will:

1. Know intimately the RPNGC's strategic plans and formative analyses that shaped its current reform programme and consider how the ASW would most effectively work in support of them.
  2. Network with and establish productive contacts in the key Central Agencies of the PNG National Government. Identify how they impact on the RPNGC's reform ambitions and develop risk management strategies.
  3. Develop Activity Plans and Action Plans to provide a mutually agreed implementation framework between the PNG-APP and the RPNGC for the work of the ECSAT and each of its Advisors.
  4. Develop Advisor workplans and an overall ECSAT workplan based on the approved PNG-APP Activity Plans and Action Plans. Diligently monitor and evaluate their implementation and meet all mission reporting requirements.
  5. Stay abreast of developments in GoPNG policies, systems, processes, and institutional capacities. Identify how these may impact the RPNGC, the work of the ECSAT and the PNG-APP.
  6. Proactively seek engagement with RPNGC counterparts to discuss and agree ongoing ECSAT inputs and how they may need to adjust given occasional shifts in the RPNGC's priorities and the identified constraints across the National Government.
  7. Provide best practise advice directly to RPNGC counterparts, the other ECSAT Advisors and the CCS in the areas of corporate governance, financial management, human resources, procurement, contract management and logistics, policy & planning and internal audits.
  8. Looking across the whole PNG-APP programme, devise strategies for improved outcomes through the development of working practices and the sharing of information and data across PNG-APP Teams.
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## Key Responsibilities

9. Raise awareness of the work of the ECSAT across the PNG-APP and across the wider AFP through Team Leader meetings, other fora and routine PNG-APP reports.
10. Maximise the ECSAT's beneficial impact by coordinating interventions across the ECSAT, by giving Advisors enough independence to respect their professional credentials while maintaining up to date knowledge on progress across all the ECSAT's activities.
11. Administer and manage the ECSAT Advisors: be the first contact administrator for the weekly timesheets of the locally engaged Advisors; approve the use of annual leave credits; monitor and manage sick leave against contractual entitlements; and performance manage.
12. Ad-hoc assignments as commissioned by key counterparts or the CCS.

## Selection Criteria

### Qualifications

- Degree in Business Administration, Human Resources, Finance, Logistics or a related field.
- A minimum of 10 years of relevant experience in managing corporate services (HR, logistics, and finance) within international development programs or similar contexts with at least 5 years in a leadership role.
- Proven ability to lead and manage teams in a complex, multicultural environment.
- Excellent strategic planning and problem-solving skills.
- Demonstrated experience in stakeholder engagement and partnership building particularly in challenging international settings.

### Evaluation Criteria

#### Relevant Experience and Expertise

The candidate should demonstrate extensive experience in corporate coordination, preferably in an overseas capacity development context. This includes experience in areas such as finance, logistics, human resources and organisational development. The evaluation committee should consider:

#### Strategic Planning and Execution Skills

The role requires a strong ability to plan, implement and manage complex projects. The candidate should show proficiency in strategic planning, with the ability to align RPNGC goals with capacity development activities. Key indicators include:

#### Relationship Building and Stakeholder Engagement

The role involves significant interaction with internal and external stakeholders, including the RPNGC and local government agencies. The candidate should possess strong interpersonal skills and the ability to build effective relationships. Evaluation criteria include:

#### Knowledge Transfer and Mentoring

### Selection Criteria

As part of capacity development, the corporate team leader is expected to mentor and guide others. The candidate should have a track record of knowledge transfer and developing team member skills. The evaluation committee should consider:

#### Communication and Reporting Skills

Effective communication is crucial, the candidate should be able to articulate ideas clearly and produce high-quality reports. Key criteria include:

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### Code of Conduct

In accordance with Tetra Tech's Code of Conduct and Client Service Standards, all staff are expected to display professional behaviour, communicate respectfully, and perform their duties responsibly.

### Child Protection

Tetra Tech is committed to protecting the rights of children. We reserve the right to conduct police checks and other screening procedures to ensure a child-safe environment.

### Gender Equality, Disability and Social Inclusion

Tetra Tech International Development does not discriminate on the basis of ethnicity, race, colour, religion, disability, sex, sexual orientation, gender identity or expression, national origin, veteran status, marital status, or any other identity. We strongly encourage applications from minoritized groups and promise to ensure our application process is accessible and inclusive.

### Preventing Sexual Exploitation, Abuse and Harassment

Tetra Tech International Development is committed to respectful workplaces and does not tolerate sexual exploitation, abuse or harassment of any kind.

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*A position description is not intended to limit the scope of a position but to highlight the key aspects of the position. The requirements of the position may be altered in order to meet the changing operational needs of Tetra Tech International Development.*