



Asia/Pacific Group  
on Money Laundering

**APG Deputy Director**

**Asia/Pacific Group on Money Laundering Secretariat  
Sydney, Australia**

**CANDIDATE INFORMATION PACK**

**REQUISITION: 526**

## BACKGROUND

The Asia/Pacific Group on Money Laundering (APG) consists of 41 member jurisdictions and over 30 observer jurisdictions and organisations. The APG works to ensure that individually its members implement the international standards against money laundering, terrorist financing and financing the proliferation of weapons of mass destruction.

The strategic objective of the APG is to reduce serious crime in the Asia/Pacific region by ensuring member jurisdictions combat money laundering and terrorist financing through:

- 1) Full and effective implementation of the international standards against money laundering, terrorist financing and proliferation financing (AML/CFT).
- 2) Collaboration with other international organisations including the Financial Action Task Force (FATF), the United Nations, World Bank and International Monetary Fund.

The role of the APG Secretariat is to assist APG members and other jurisdictions in the Asia/Pacific region to implement the international AML/CFT standards in the legal, financial regulatory and law enforcement sectors. The APG Secretariat is located in Sydney. The responsibilities of the APG Secretariat include:

- Supporting the APG Co-Chairs, the APG Governance Committee and other APG committees;
- Providing secretariat services to and serving as a focal point for APG members;
- Conducting mutual evaluations of APG members;
- Providing expertise and material concerning money laundering and the financing of terrorism to member jurisdictions and other interested parties;
- Organising and conducting the APG's annual meetings, typologies workshops and other meetings;
- Representing the APG at FATF meetings and liaising with the FATF;
- Providing advice and information to agencies in the region and internationally (especially financial, legal and law enforcement agencies) on AML/CFT;
- Establishing and maintaining effective working relationships with relevant international and regional organisations in order to advance the APG's work;
- Implementing the APG's technical assistance and training programme.

APG Secretariat staff members are employed by the Australian Federal Police (AFP) and must meet AFP requirements to be engaged within the secretariat.

Comprehensive organisational information is available from APG's website at: [www.apgml.org](http://www.apgml.org)

<b>Position Title:</b>	<b>APG DEPUTY DIRECTOR</b>
Location:	Sydney, Australia
Reports to:	APG Programme Director
Employing authority:	Australian Federal Police
AFP Class:	AFP Band 7



## **POSITION DESCRIPTION**

### **THE APG**

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The Asia/Pacific Group on Money Laundering (APG) is an inter-governmental organisation founded in 1997. It consists of 41 member jurisdictions whose focus is to ensure that individually its members implement the international standards against money laundering, terrorist financing and financing the proliferation of weapons of mass destruction. To achieve this goal, the APG works collaboratively with the Financial Action Task Force (FATF) and other organisations (both domestic and international).

The APG Secretariat supports APG members and is located in Sydney, Australia. The Secretariat is established for 20 staff members. The primary role of the Secretariat is to provide secretariat services to the APG Co-Chairs and membership and in doing so serves as a focal point for APG activities.

The APG's values are:

- Cooperation;
- Accountability; and
- Consistency.

As a task force-style body, the APG conducts its business and makes significant decisions on the basis of consensus. These values are critical to achieving outcomes.

### **POSITION PURPOSE**

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The APG Deputy Director is responsible for producing high quality work in accordance with the APG Business Plans, in order to meet the strategic goals articulated in the APG's Strategic Plan, in a timely and relevant manner by:

- providing professional leadership in, and improving the quality of, APG outputs including research, training and advice;
- project management experience in AML/CFT policy and research;
- enhancing the skills of subordinates through effective peer review and mentoring;
- ensuring that key stakeholders (internal and external) are managed effectively to achieve this purpose.

The APG Deputy Director works effectively with all Secretariat staff, APG Co-Chairs and heads of delegations to strategically identify issues and matters of concern to the APG.

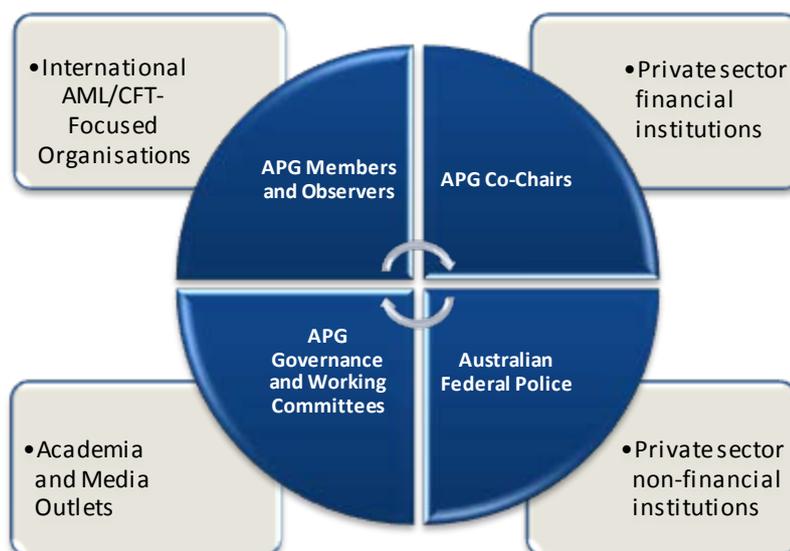
### **DIMENSIONS OF POSITION**

<b>Number of direct reports:</b>	As directed
<b>Number of indirect reports:</b>	None
<b>Operating budget:</b>	Nil
<b>Delegations:</b>	Financial (PGPA Act) delegations as set out in a schedule updated by the AFP Commissioner from time to time.  Personnel delegations under the Australian Federal Police Enterprise Agreement and Commissioner's Orders.

### **IMPORTANT RELATIONSHIPS**

The position of APG Deputy Director encompasses a high degree of international liaison with regional and international organisations as well as a culturally and functionally diverse range of officials in over 41 Asia/Pacific jurisdictions. Moreover, there is a high degree of interaction with the FATF and with Australian government agencies in the host jurisdiction (Australia), including the host agency AFP, as well as AUSTRAC, Home Affairs and DFAT.

### **KEY AND SECONDARY APG STAKEHOLDERS**



The Deputy Director provides leadership at international, regional, jurisdictional and sectoral levels and represents the APG at regional and international fora. In order to do this the Deputy Director must:

- Participate in the preparation and implementation of APG policies, APG strategic plans, annual business plans, budgets and funding programmes;
- Assist in coordinating and managing the development and allocation of funding, capital and human resources to ensure efficient and effective delivery of APG outcomes;
- Establish and maintain effective working relationships with relevant international and regional organisations and jurisdictions in order to advance the APG's work;
- Lead and manage APG secretariat staff, including mentoring, staff development, and performance reviews.

The key accountabilities and deliverables of this position are as follows:

ACCOUNTABILITIES	DELIVERABLES
<b>STRATEGIC THINKING</b>	<ul style="list-style-type: none"> <li>• Contribute to APG Strategic Plans, Budgets, Annual Plans and Business Plans:</li> <li>• Identify strategic issues of importance to the APG and its members;</li> <li>• Represent the APG at international meetings;</li> <li>• Identify to key areas of concern for the APG</li> <li>• Assist in identifying jurisdictions in need of technical assistance and training</li> <li>• Develop internal work plans and strategies to achieve wider APG strategies</li> </ul>
<b>STAKEHOLDER MANAGEMENT</b>	<ul style="list-style-type: none"> <li>• Assist senior staff to identify relevant internal and external APG stakeholders;</li> <li>• Ensuring that projects meet stakeholder expectations;</li> <li>• Ensuring that key stakeholder relationships are developed and maintained at the team level;</li> <li>• Identify, consider and manage potential risks to APG Co-Chairs (including the AFP);</li> <li>• Participate in briefings, when requested, for Australian government representation in APG and FATF activities;</li> <li>• Consider impact of APG core activities on key stakeholders.</li> </ul>
<b>FINANCIAL PLANNING AND MANAGEMENT</b>	<ul style="list-style-type: none"> <li>• Assist in developing APG budgets based on agreed work plans, strategic and business priorities, and affordability</li> <li>• Effectively communicate and manage budget within agreed parameters</li> <li>• Apply strict accountability systems for expenditure including monitoring and reporting expenditures.</li> </ul>
<b>TEAM MANAGEMENT</b>	<ul style="list-style-type: none"> <li>• Foster a collegial team environment;</li> <li>• Assist others to develop and maintain an effective and efficient APG Secretariat team by (among other strategies) by: <ul style="list-style-type: none"> <li>○ communicating priorities to peers;</li> </ul> </li> </ul>

	<ul style="list-style-type: none"><li>○ assessing areas of staff capability;</li><li>○ mentoring subordinate staff performance;</li><li>○ developing and using strategies to encourage high staff motivation;</li><li>○ assisting to manage and develop succession plans;</li><li>○ helping to ensure staff maintain a positive approach to work and to team dynamics</li></ul> <ul style="list-style-type: none"><li>● Assist with management of team work within allocated budget;</li><li>● Share in APG-wide work responsibilities;</li><li>● Practice a continuous improvement approach by reviewing own work methods, identifying weaknesses in them and improving those methods in response;</li></ul>
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### **QUALIFICATIONS AND SKILLS**

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- A relevant University degree related to law, law enforcement or finance;
- At least 5 years proven project management/ policy experience.

## **SELECTION CRITERIA (AFP) – CORE CAPABILITIES:**

### **1. Achieves Results**

- Taking responsibility for achieving outcomes;
- Sharing objectives with others;
- Sharing knowledge and skills; and
- Coping with changing priorities in a team environment.

### **2. Contributes to Strategic Thinking**

- Identifying broader, organisational issues and integrating these into the day to day work of the team;
- Anticipating issues and finding ways of improving the way that work is done within the team;
- Using judgement, intelligence and common sense.

### **3. Cultivates Productive Working Relationships**

- Developing strong networks outside the team;
- Creating a cooperative and high performance environment within the team, including the development of the capabilities of team members;
- Valuing and making use of diversity and individual differences.

### **4. Shows Personal Drive and Integrity**

- Demonstrating ethical and professional behaviours;
- Showing enthusiasm, commitment, resilience and initiative in your work and modelling and promoting these attributes to colleagues;
- Demonstrating a commitment to self-knowledge and growth.

### **5. Communicates with Influence**

- Communicating clearly with others orally or in writing, in presentations and meetings;
- Listening, understanding and adapting to the views of others;
- Effectively sharing and presenting information to persuade and negotiate;
- demonstrating experience in cross-cultural communication, public speaking and workshop facilitation/presentation skills.

### **6. Technical Knowledge**

- Demonstrating detailed knowledge and applied skills in relation to the following technical areas:
  - the international FATF standards relating to anti-money laundering countering the financing of terrorism, and proliferation financing (AML/CFT);
  - policy and operational frameworks in national AML/CFT systems;
  - international procedures and processes relating to AML/CFT mutual evaluations, technical assistance and training, and money laundering terrorist financing and proliferation financing typologies;
- providing complex advice to high level domestic and international governmental officials reflecting well-developed research and analytical skills.

## FURTHER DETAILS ABOUT THE POSITION

### Contacts

Contact officer for the positions: Michelle Harwood, Director, Implementation, APG Secretariat T: +61 2 9277 0492 E: [michelle.harwood@apgml.org](mailto:michelle.harwood@apgml.org)

If you have any questions about completing the online application process, the ESQ process or submitting a traffic history, please contact AFP Recruitment on + 61 (2) 6131 5555.

### Contract Term

Engagements are for three-years non-ongoing, with opportunities for renewal based on performance.

### Additional requirements of the role

International travel is required as part of this role. Successful applicants are required to:

- Undergo a security assessment to obtain and maintain a Secret (NV1) security clearance.
- Qualify for an Australian work visa or other appropriate immigration status.
- Complete drug testing and fingerprinting.
- Satisfy health and character checks.

### Remuneration

The successful candidates will be offered an attractive remuneration package as per the AFP Enterprise Agreement 2016 – 2019. Standard terms of employment and entitlements can be views through the attached link: <https://www.afp.gov.au/careers/benefits-conditions>

### Moving costs

The APG may have (limited) funds for moving costs.

### Steps in the Recruitment Process

Recruitment for APG positions follows all elements of the AFP recruitment process for non-policing vacancies. Your application should be *submitted electronically through MyCareer*.

The application process will give you an opportunity to:

- Complete a three page pitch addressing the selection criteria and work level standards relevant to the role and provide evidence as to why you are the best fit for the position. The [work level standards](#) are specific to the band level of the role you are applying for and can assist in guiding you to address the selection criteria. Your claims should be succinctly expressed and include relevant examples to support the claim.
- Submit a copy of your current Résumé.  
Your résumé should include a summary of your work history commencing with your most recent employment, listing the dates of employment, company names and position titles. It should also include details of your qualifications including dates and institution names.

- Submit the names and contact details of two people that you would most likely nominate as referees if you were to be shortlisted for the position

There are two steps that need to be taken initially:

***Step 1 Application:***

All applicants must complete and submit an online application including a cover letter with the candidate's brief resume along with a three-page pitch. This needs to be done before the strict cut-off time. Please note if you are not an Australian citizen, you may upload a blank word document.

Once your application has been submitted you will receive an email confirming receipt with instructions on how to access the AFP Employment Suitability Questionnaire (ESQ), which must be completed in order for the APG to consider your application.

***Step 2 AFP Employment Suitability Questionnaire (ESQ):***

The AFP requires **all** candidates, including international (non-Australian) candidates, to complete an ESQ in order to assess applicant's character against the AFP's employment character standards. **If you do not submit the ESQ, your application cannot be considered.**

Following the instructions contained in the email from AFP Recruitment confirming receipt of your application, the ESQ must be completed and submitted within **14 calendar days** after the closing date of the applications.

As part of the ESQ All applicants are required to obtain a copy of their Traffic History of driving offences.

***Providing a Traffic History:***

It is strongly recommended that you take action immediately to obtain a copy or copies of your driving history through the relevant local motor registry or Road Traffic Authority.

When obtaining your as part of the ESQ you need to obtain a copy of your Traffic History of driving offences from all relevant jurisdictions to include 10 years of traffic history. The record you provide must not be older than 3 months from date of application. If you have a traffic history report from more than one state or territory, you will need to scan all documents and attach to your application as one file.

For Australian residents, traffic history information is available from the local Motor Registry in your state or territory. Do not upload individual infringement notices or unofficial documentation.

You are required to inform the AFP Recruitment Team ([afprecruitment@afp.gov.au](mailto:afprecruitment@afp.gov.au)) of any traffic offences, infringements or police charges that occur during the recruitment process. Omitting to supply relevant details may jeopardise your application. If you do not currently hold, and have never held, a driver's licence you should upload a Statutory Declaration providing this information.

If you have lived outside of Australia during the last 10 years, or have travelled extensively, please provide a Statutory Declaration stating the period you held a licence and listing any

traffic offences. If you did not hold a licence while living outside of Australia, please provide a Statutory Declaration stating this information. Statutory Declarations can be found online.

You need to allow two to three weeks to get access to this information as a minimum. It is recommended that you request these reports at the commencement of your application. If you experience any difficulties completing the ESQ, please contact AFP Recruitment on + 61 (2) 6131 5555 as early as possible.

### ***Confirmation of the ESQ***

Once the ESQ has been completed applicants will receive an automated email confirming receipt of the ESQ.

For more information about the AFP's Employment Character Standards, please go to:

[https://www.afp.gov.au/sites/default/files/PDF/employment-character-guidelines\\_0.pdf](https://www.afp.gov.au/sites/default/files/PDF/employment-character-guidelines_0.pdf)

For information on these positions, and other employment opportunities in the AFP, please visit our website or ring the contact officer. [www.afp.gov.au](http://www.afp.gov.au)