

501 Hampton Court
Wattle Grove NSW 2173
M: 0439 706 555
E: ian.brown @defence.gov.au

27 December 2011

Attn: AusAID
Re: Policy & Program Managers (Executive Level 1)
Position No: JF011 Several Positions

Dear Sir/Madam,

I write with interest to be considered for the above career opportunity available at AusAID Africa, West Asia Middle East & Humanitarian Division as recently advertised on www.ausaid.gov.au

As further demonstrated in my attached résumé, I offer broad experience in the Australian Government contributing in numerous positions of responsibility and leadership roles since 2000. Keen to uphold and promote your vision, I understand that AusAID assumes responsibility for advising the Government on international development policy and manages Australia's overseas aid program which comprises both international development and humanitarian responses including assistance to countries and regions in South, North and West Asia, the Middle East and Africa.

Having demonstrated a proven track record for achievement and a strong understanding of Australian Government policies and procedures, I am confident I would make a valuable contribution as Policy & Program Manager. I welcome the opportunity to deliver quality aid policy advice and to manage AusAID's programs and advisory role across its wide ranging and highly challenging portfolio of activity in The Africa, West Asia Middle East & Humanitarian Division including the Africa and Middle East Branch, the Afghanistan and Pakistan Branch and the Humanitarian Branch.

A confident and experienced communicator and facilitator of positive change, I have assumed numerous positions with the Department of Defence within the Australian Army including my current role as Team Commander of Special Forces Team and previously in various capacities such as Team Leader, Section Commander and United Nations Peacekeeper. Throughout my experience in the Australian Government I have completed numerous internal and external training including tertiary qualifications and the ongoing interpretation and application of legislation, policies and procedures.

Find attached my professional résumé that further details my extensive qualifications and diverse experience together with my response to the selection criteria. I welcome the opportunity to attend an interview where I would be pleased to elaborate further regarding my potential contributions and suitability. Please don't hesitate to contact me on 0439 706 555 or via email.

Yours sincerely,

Ian Brown

Selection Criteria

AusAID, Policy & Program Managers (Executive Level 1)

Position No: JF011 Several Positions

1. Highly developed strategic, analytical and conceptual skills to support the Australian Government's development and foreign policy.

Having positively contributed in the Australian army for 10+ years in numerous leadership and supervisory roles, I have demonstrated highly developed strategic, analytical and conceptual skills that support the Australian Government's development. During this time I have been responsible for interpreting and applying policies, procedures and legislation, contributing in Australia and overseas where I have been exposed to foreign policy.

I am passionate about the objective and mission of AusAID and believe that it would be a rewarding environment to work with a team of capable team members with a strong humanitarian focus. Detailed orientated and keen to make a difference, I welcome the opportunity to be involved in supporting the Australian Government's development and foreign policy whilst contributing to the government's decision making on matters of national and global interest.

I possess a strong and unique perspective on strategic and security issues which I have developed throughout my career and through my tertiary studies. I have served in the Australian Army for 11+ years with the majority of which time has been with the 2nd Commando Regiment. During this time I have served in East Timor and in Afghanistan, and have spent 1 year as a member of the Tactical Assault Group East. This experience combined with my tertiary qualifications has provided me with a unique understanding of the security concerns which face Australia and other countries. Whilst assuming team leadership roles, I have demonstrated the ability to analyse a situation from a strategic level whilst also providing a valuable perspective which has been formed from years of service in The Australian Army.

Whilst involved in operations, undertaking exercises or completing a course, I have consistently demonstrated an ability to achieve excellent results and meet regulatory and legislative requirements in all situations. I was involved with the voter registration and ballot collection of thousands of Iraqi citizens during the first democratic elections held by Iraq in 2005. In an extremely dangerous environment, I was able to safely collect the documentation and deliver intact to the Independent Electoral Commission of Iraq (IECI) without loss of life or material.

Since commencing tertiary studies in 2006, I have studied in highly stressful conditions and in some of the most inhospitable places on earth globally. I have consistently demonstrated a level of personal drive and ambition by effectively balancing my work, study and family commitments, remaining focused, motivated and organised.

2. Strong interpersonal, leadership and management skills and demonstrated external representation and relationship building skills.

Demonstrating myself to be an active team member and leader, I have been instrumental in contributing to "exceptional teams" demonstrated working in a fast paced environments where I superseded previous performance levels with a track history of cultivating relationships and removing obstacles to build trust and generate and enhance productivity through various avenues including improved workplace communication and team relationships across various departments. Currently as Team Commander - Special Forces Team, I command and manage my team in all aspects of tactical, operational, administrative and welfare issues whilst assuming direct responsibility to the Platoon Commander.

Showing judgement, intelligence and commonsense as a capable team leader, I request clear expectations when work is assigned, identifying and using resources effectively, applying and building professional expertise with a proven track record for working independently and delivering quality outcomes with limited direction or supervision, whilst ensuring closure and delivers on intended results and commitments. My commitment to effective management can be further demonstrated in numerous qualifications such as: Advanced Diploma of Government (Management), Certificate III in Frontline Management, Certificate II in Government and Certificate III in Operational Planning.

Whilst assuming leadership duties such as Team Commander - Special Forces Team and Team Second in Command in the Australian Army, I have demonstrated a strong understanding of and commitment to meeting participative management practices that represent an open form of management where employees have a strong decision-making role. Through my leadership experience, I have discovered that participative management is developed by managers who actively seek a strong cooperative relationship with their employees with advantages of participative management including (i) increased productivity, (ii) improved quality and (iii) reduced costs.

In my diverse roles with the Australian Army based in Australia and undertaking international projects, I have utilised my external representation and relationship building skills whilst working in close teams with people from all walks of life on a day to day basis. Currently as Team Commander - Special Forces Team, I ensure all team members are prepared for deployment in accordance with standard operating procedures with added expertise in implementing, reviewing and supervising the Platoon training program.

3. Sound judgement and demonstrated ability in policy, program design and management in humanitarian and fragile settings.

I support organisational objectives and recognise how my work contributes to the achievement of goals, contributing to organisational purpose and direction. Keen to inspire a sense of direction, I support shared purpose and direction, practice sound judgement and decision making with an awareness of implications and contribute to solutions and future strategies, having designed operational procedures for the Australian Army. As a Team Leader I have gained a thorough understanding of situations where deadlines need to be strictly observed, gaining advanced skills in delegating, planning work tasks according to importance with the ability to work productively in a high pressure, fast paced environment.

I believe that my skills, experience, qualifications, personal qualities and values make me a suitable candidate for this position at AusAID, particularly in the area of national security and international policy. I am highly experienced in leading and managing small teams in challenging environments and adept at inspiring people to perform to their personal best to meet operational outcomes on time and within budget. My educational qualifications have provided me with an in depth knowledge of national security issues which will allow me to provide AusAID with high level strategic advice. Throughout my career, I have developed the ability to manage the creation of policies, procedures and plans across a breadth of trying scenarios and adapt them as needs and situations change. I have had experience in relating to and working with people from all walks of life.

Over the past 5 years, I have positively contributed as an active member of the 2nd Commando Regiment where I have led my team on 3 SOTG rotations to Afghanistan. I have also spent a year conducting Counter-Terrorism operations and exercises within the Tactical Assault Group - East (TAG-East). This has provided me with an advanced and hands-on understanding of the cultural and political sensitivities involved in fragile states. Additionally I acquired the necessary communication skills needed to successfully operate with other government officials and Australian government representatives in accordance with Australian government policy, directives and guidance.

My ability to use effective judgement whilst working in humanitarian and fragile settings can be further demonstrated in my previous role as Team Leader & Team Medic at Osprey Asset Management during which time I deployed with Army combat units and provided emergency medical treatment directly on the battlefield, provided health protection and evacuation from a point of injury or illness, conducted security assessments, plans and audits together with convoy escorts and site security that demanded high level decision making in challenging and remote locations.

4. Highly effective oral and written communication skills including the ability to draft concisely and under pressure.

A confident and experienced communicator, I possess high level oral and written communication skills which can be demonstrated throughout my employment history where I have communicated with internal and external stakeholders both verbally and in writing on a daily basis including The Australian Army and Defence Force personnel, government and community organisations. Throughout my career in The Australian Army I have assumed a high level of responsibility that has demanded exceptional written and verbal communication including the following:

- Provide instruction and deployment with Army combat units
- Supervise the communication functions for special operations or missions
- Lead and manage the team in barracks, training and during operations
- Supervise, train, coach, motivate and train staff
- Rectify staff performance issues via consultation and written reports
- Develop and communicate emergency response programs and strategies
- Organise and attend staff meetings
- Analyse and interpret legislation, policies and procedures
- Manage and implement convoy escorts and site security
- Create and update training and operations manual
- Implement, review and supervise Platoon training programs

I have demonstrated interpersonal skills that are of very high standard, paving the way for performance appraisals by my supervisors, who have commended me on many occasions for my clear speaking manner, understanding and empathetic attitude whilst performing my functions in the Australian defence industry. Persuasive, confident and capable, I have held numerous leadership roles, where I have been responsible for facilitating positive change, the development of programs, policies and procedures that has required extensive organisation and the motivation of staff. I easily relate to people from all walks of life and have always been able to communicate effectively with peers, superiors and my subordinates. From delivering orders to conducting lessons and liaising with other government agencies, I have been able to communicate clearly and effectively by tailoring my approach to my audience appropriately. I have worked extensively with the armed forces of Australia's allies, as well as with government agencies from Australia and abroad. This exposure has allowed me to enhance my listening skills and enabled me to develop a persuasive negotiation style. On a monthly basis and also when instructing on courses, I have counselled other soldiers on their performance and provide them with feedback on how to improve their performance. This has granted me the necessary tools to be able to influence the actions of others and inspire them to achieve better results.

5. Good understanding of the Australian aid program, preferably of programs operating in fragile and conflict affected countries.

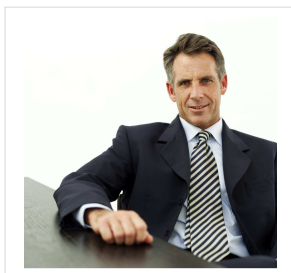
I have acquired a good understanding of the Australian aid program including programs operating in fragile and conflict affected countries through my employment in the Australian Army based overseas at various international destinations including Timor, Iraq and Afghanistan. During this time whilst contributing as Team Commander - Special Forces Team, Team Second in Command, Scout, Medic, Driver & Breacher, International PSD Operations and Domestic Counter-Terrorism (TAG East), I worked with local communities and Defence Force personnel, gaining an awareness of poverty and challenges faced by these developing countries. I look forward to using my knowledge and experience at AusAID with a genuine interest in aid policy and program delivery throughout Africa, the Middle East and West Asia.

Throughout my experience in the Australian Defence Force over the past 11 years and research undertaken regarding Australian aid programs, I understand that the Australian Government's overseas aid program is improving the lives of millions of people in developing countries. A proud Australia, I am aware that Australia is working with the governments and people of developing countries to deliver aid where it is most needed and most effective. I would appreciate the opportunity to work as part of the Australian aid team in helped our neighbours and countries further abroad to develop and our aid program continues to grow.

I am aware that Australian aid has wiped out polio from the Pacific, Australian aid has seen 1.5+ million children immunized against measles and polio in Papua New Guinea, helped build the first bridge across the Mekong River in East Asia, together with the implementation of water supply and sanitation programs that are now providing clean water for 500,000 people in Tanzania, South Africa, Mozambique and Zimbabwe.

Ian Brown

501 Hampton Court
Wattle Grove NSW 2173
M: 0439 706 555
E: ian.brown@defence.gov.au



Career Objective

To secure a challenging new career opportunity in a community-focused organisation with a strong focus on international development and the reduction of poverty in developing countries offering experience working in East Timor, Iraq and Afghanistan whilst employed with The Australian Regular Army. I am keen to utilise my diverse experience in project and program management together with highly developed team leadership, organisation, communication, administration and policy development skills. I look forward to undertaking new challenges, whilst driving the achievement of desired outcomes and project objectives whilst maximising team performance and overall productivity with a demonstrated interest in aid policy and program delivery in Africa, the Middle East and West Asia.

Professional Development

Australian Qualifications Framework Recognised Courses:

- Master of Arts in Strategy & Security, UNSW@ADFA (Currently Undertaking)
- Bachelor of Arts in Security, Terrorism & Counter-Terrorism, Murdoch University
- Advanced Diploma of Government (Management)
- Diploma of Security & Risk Management
- Diploma of Government Fraud Control
- Diploma of Government Investigation
- Diploma of Security & Risk Management
- Statement of Attainment towards Certificate IV in Training & Assessment
- Certificate IV in Security & Risk Management
- Certificate III in Frontline Management
- Certificate III in Security Operations
- Certificate III in Operational Planning
- Certificate III in Parachuting
- Certificate II in Security (Operations)
- Certificate II in Security (Guarding)
- Certificate II in Government
- Certificate II in Resource Operations

United Nations Courses:

- Introduction to the United Nations System
- Global Terrorism
- Commanding United Nations Peacekeeping Operations
- Peacekeeping & International Conflict Resolution
- Disarmament, Demobilisation and Reintegration
- Principles of Peace Support Operations
- Security Measures for United Nations Peacekeepers
- United Nations Military Observers
- The Conduct of Humanitarian Relief Operations
- United Nations Policing
- Civil-Military Coordination
- International Humanitarian Law and Laws of Armed Conflict
- Ethics in Peacekeeping
- United Nations Land Mine Action
- Preventing Violence against Women & Gender Inequality in Peace Keeping

Civilian Courses:

- Bronze Medallion Certificate
- Senior First Aid Certificate
- International Hapkido Federation 1st Dan Black Belt

Military Courses:

- Various completed from 2000 to 2010 whilst employed at The Australian Regular Army

Employment History

Nov 2006 - Current

AUSTRALIAN REGULAR ARMY

2nd Commando Regiment

Team Commander (Current Position)

Positions Held:

- Team Commander - Special Forces Team
- Team Second in Command, Scout, Medic, Driver & Breacher
- International PSD Operations
- Domestic Counter-Terrorism (TAG East)

Key Duties - Team Commander, Special Forces Team

- Assume direct responsibility to the Platoon Commander for the command, training, operation, administration and welfare of the team and all associated personnel.
- Advise and provide tactical and technical guidance to the Platoon Commander.
- Supervise the communication functions for special operations or missions.
- Conduct operational and intelligence in the planning, preparation and execution of detachment missions.
- Undertake and coordinate operations in remote areas and hostile environments for extended periods of time.
- Provide effective leadership and management of the team in barracks, training and during operations.
- Command and manage the team in all aspects of tactical, operational, administrative and welfare issues.
- Prepare and conduct training in accordance with the Platoon Commander's policies, directives and guidance.
- Ensure all team members are prepared for deployment in accordance with standard operating procedures.
- Understudy the Platoon Commander as required.
- Implement, review and supervise the Platoon training program.

Feb 2005 - Nov 2006

ELITE PROTECTIVE SECURITY

Tasmania, Australia

Security Guard & Crowd Controller (Night Clubs & Special Events)

Jun 2004 - Jan 2005

OSPREY ASSET MANAGEMENT

Iraq

Team Leader & Team Medic

Key Duties:

- Lead, direct supervise, manage and mentor staff in a challenging environment.
- Deploy with Army combat units and provide emergency medical treatment directly on the battlefield.
- Provide health protection and evacuation from a point of injury or illness.
- Conduct security assessments, plans and audits.
- Personal security detail, convoy escorts and site security.
- Rotary and fixed wing in-flight security.

Apr 2004 - May 2004

STATE LINE FREIGHT

Tasmania, Australia

Security Delivery (Pharmaceutical Grade Drugs)

Apr 2004 - Nov 2006

AUSTRALIAN ARMY RESERVE

12th/40th Infantry Battalion

Section Commander (Infantry Section)

Apr 2000 - Apr 2004

AUSTRALIAN REGULAR ARMY

2RAR & 4RAR Commando

Positions Held:

- Forward Scout, Patrol Medic & Demolitions User
- Reconnaissance Patrolman
- Close Quarter Battle Operations
- Commando Amphibious, Urban & Covert Operations
- Parachute, Roping, Airborne & Vehicle Insertions
- Counter Terrorism
- United Nations Peacekeeper (East Timor)

Military Service Awards

- United Nations Medal - East Timor
- Australian Defence Medal
- SOCAUST Commendation
- NATO Medal with Clasp ISAF
- Afghanistan Campaign Medal
- Best at Military Operations Award (Junior Leadership Course)
- Australian Active Service Medal with clasps: East Timor & ICAT
- Australian Service Medal with Clasp: CT/SR
- Infantry Combat Badge
- Returned From Active Service Badge
- 2RAR Champion Soldier 2001
- 12/40 RTR Champion Soldier 2005 & 2006
- Trainee of Merit (SOCOMD SIO-S Course)

Computer Skills

- Microsoft Word
- Microsoft Excel
- Microsoft PowerPoint
- Various in-house systems
- Email and internet proficient

Referees Available on Request
