

DUNCAN ARCHIBALD

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Australian Residency: Permanent resident and hold a Partner (Subclass 100) visa to live and work in Australia indefinitely.

PROFILE

An accomplished professional with over 14 years experience in the UK's Diplomatic Service, I thrive in a multi-faceted and fast paced environment and am comfortable working at speed to deliver complex policy analysis and advice. I have an extensive background of living and travelling abroad and working with others in an array of cultural and political spheres which has developed awareness of cultural sensitivity and equipped me with sound relationship building and leadership skills, allowing me to work with and through colleagues, operational partners and 3rd parties. Working in a high pressure and continuously evolving environment means I am well versed in identifying and solving problems with innovative thinking and have the capacity to deal simultaneously with a number of rapidly changing and competing priorities. Following a family move to Australia, I'm now looking to apply these transferable skills in a new and challenging role.

TRANSFERABLE EXPERTISE

Leadership: Demonstrates strong leadership capabilities. Accustomed to decision making responsibility and accountability. Promotes collaborative working and empowers employees through encouragement and support.

Stakeholder Management: Offers extensive stakeholder management skills and experience of high-level interaction and influence. Nurtures collaborative approach to delivery of solutions/products, often in complex and challenging customer environments. Applies interpersonal, negotiation and influencing skills to overcome conflict.

Communication and Interpersonal Skills: Commands exceptional communication and relationship management skills. Able to quickly build rapport and maintain relationships to inform policy analysis.

Strategic Approach: Formulates service-driven and focused solutions and strategies that deliver concrete results. Experienced at documenting and reporting. Utilises strong oral and written communication skills to influence individuals at all levels to deliver key strategic objectives.

Project Management: Multitasks and prioritises flexibly to fulfil all assigned tasks within time constraints. Comfortable working under pressure to deadline.

Team Working: Effectively able to work as part of a team. Possesses a hands-on approach, enjoys being part of a strong team and being able to contribute knowledge and experience to others

Organisational Skills: Well organised and adaptable. Thrives on a challenge and has a proven track record of high performance under challenging circumstances.

Continuous Improvement: Proven ability to identify areas for further development, and able to support others in the process. Has an analytical and problem-solving approach to work. Excels at prioritising flexibly to meet rapidly changing needs. Adept at crisis and risk management.

KEY SKILLS

- Policy analysis and development
- Complex problem solving
- Stakeholder relationship management
- Communication
- Change management
- Management, support and motivating colleagues
- Regulatory and legislation compliance
- Review and improve processes
- Forward thinking and analytical approach

EMPLOYMENT HISTORY

Dec 2021- Present

Long term leave, stay at home parent following move to Australia.

Oct 2008 - December 2021

Diplomat, UK Foreign, Commonwealth & Development Office. Detail of postings below.

Apr 2018 - Dec 2021

Second Secretary, Political - British Embassy, Dublin

Key Responsibilities:

- Embassy lead covering Irish domestic politics. Employed strong communication skills to establish relationships and build networks with internal and external stakeholders, including politicians, commentators and academics; extracted data to produce reports relating to Irish domestic and foreign policy, with a focus on assessing impact on UK priorities during a difficult period in UK-Irish relations.
- Expanded the role to include Citizen's Rights, a key issue during the UK's withdrawal from the EU. Liaison between UK and Irish systems throughout joint work initiatives to ensure UK Common Travel Area rights preserved, whilst overseeing and assessing the impact on other rights during and post UK withdrawal from the EU. Ensured UK citizens in Ireland were informed on impacts of Brexit on their rights.
- Direct management of Embassy Visits Officer and Programmes Officer, as well as X-Embassy crisis team established to ensure 24/7 political and consular coverage in Dublin at the end of the transition period as the UK left the EU.
- Regularly analysed workload and team productivity to plan resources to ensure efficient contingency planning for UK withdrawal from EU
- Lead Officer for major public elements of two Senior Royal Visits to Dublin (Duke and Duchess of Sussex and Duke and Duchess of Cambridge)

Jan 2013 - Apr 2018

Vice-Consul, Political Affairs - British Consulate-General Hong Kong

Key Responsibilities:

- Provided expert support to UK government policy in and on Hong Kong through timely, targeted political reporting and analysis of Hong Kong politics and the impact on UK policy.
- Developed and maintained an extensive network of contacts, including politicians, journalists and academics to assist with all reporting, whilst providing a channel to influence the Hong Kong SAR Government's policy making
- Directed the production of UK's biannual "Six-Month Report on Hong Kong", a unique public facing assessment of China's policies in Hong Kong
- Managed and developed the BCG Visits Officer, expanding her role to offer increased responsibility while working closely to ensure she was equipped to deliver wider objectives.

Jan 2011 - May 2012

PRT Liaison Officer, Political Advisor - Provincial Reconstruction Team/Regional Command South West (USMC) HQ, Helmand Province, Afghanistan.

Key Responsibilities:

- Attached to the US Marine Corps (USMC) Regional HQ, acting as liaison between the military and political HQs in Helmand Province; provided accurate and expert information to the US Commanding-General to cascade pertinent information relating to UK political objectives and analysis in Helmand Province.
- Communicated key USMC strategic and tactical objectives to PRT teams in Lashkar Gah, highlighting potential challenges to and opportunities for UK policy in the region.
- Built a network of key command staff to influence USMC operational decision making in line with UK political objectives
- Responsible Officer for UK VIP civilian visits to Camp Bastion/Leatherneck.

Oct 2008 - Jan 2011

Private Secretary to the Chief Executive - UK Trade & Investment (now Dept. For International Trade)

Oct 2008 - Jan 2011

Peacekeeping Officer - Sudan Unit, Foreign & Commonwealth Office

Additional Employment History

Aug 2007 - Sep 2008

Researcher, Media Archive (Sports) - IMG Media

QUALIFICATIONS AND PROFESSIONAL TRAINING

FCDO Operational Mandarin (CEFR C1 Equivalent)

BA (Hons) Politics (2:1) - Newcastle University, UK

4 A Levels (A-B) and 10 GCSEs (A*-B) - Leeds Grammar School, UK