

Selection Documentation

Administrative Officer - Affirmative Measures - Disability

Level 4

\$83,791 - \$87,406 plus superannuation

Level 5

\$90,576 - \$97,585 plus superannuation

ASIS is Australia's overseas secret intelligence collection agency. Its mission is to protect and promote Australia's vital interests through the provision of intelligence services as directed by the Government. Its work can involve collecting intelligence relating to national security, international relations and economic issues. It also contributes to Australia's coordinated national efforts against terrorism, proliferation of weapons of mass destruction, and trans-national issues such as people smuggling.

As an Administrative Officer within the Service, you will play a key role in the administration of a wide variety of functions. We are seeking administrative professionals who have some experience at delivering high levels of administrative and project support.

ASIS administrative employees work as part of a team, have excellent interpersonal skills, sound judgement and the ability to learn and apply their experience to a number of administrative tasks which support the work of the Service. Some of the duties may include:

- Providing general administrative support and assistance;
- Providing secretariat support to interagency forums;
- Providing support and guidance on relevant policy and procedures;
- Maintaining business systems for intelligence production and dissemination;
- Developing and maintaining significant stakeholder relationships;
- Contributing to corporate planning and reporting processes;
- Coordinating or drafting submissions and briefings, including for Ministers and Cabinet;
- Mentoring and supervising junior level staff;
- Undertaking project management responsibilities; and
- Developing and implementing relevant policies and process documentation.

In addition to our current vacancies, successful applicants through this process will be placed in a merit pool which may be utilised to fill future vacancies over the next 12 months.

These positions are Canberra based, with conditions of service similar to those in the Australian Public Service, including superannuation. (The successful candidate will be required to obtain and maintain the highest-level security clearance and Australian citizenship.)

ASIS is a diverse and inclusive workplace, where our people are empowered through authenticity and a sense of belonging to achieve their potential and contribute to a shared purpose and mission. Diversity and inclusion ensures ASIS's workforce reflects the community we serve, and demonstrates ASIS's commitment to Australian values.

SELECTION CRITERIA

Candidates are encouraged to consider the below selection criteria when preparing their responses in the online application, as each candidate will be assessed on their ability to demonstrate behaviours aligned to the competencies for the position.

Supports strategic direction

- Supports shared purpose and direction;
- Thinks strategically;
- Harnesses information and opportunities; and
- Shows judgement, intelligence and common sense.

Achieves Results

- Identifies and uses resources wisely;
- Applies and builds professional expertise;
- Responds positively to change; and
- Takes responsibility for managing work projects to achieve results.

Support Productive Working Relationships

- Nurtures internal and external relationships;
- Listens to, understands and recognises the needs of others;
- Values individual differences and diversity; and
- Shares learning and supports other.

Displays personal drive and integrity

- Demonstrates public service professionalism and probity;
- Engages with risk and shows personal courage;
- Commits to action;
- Promotes and adopts a positive and balanced approach to work; and
- Demonstrates self-awareness and a commitment to personal development.

Communicates with Influence

- Communicates clearly;
- Listens, understands and adapts to audience; and
- Negotiates confidently.

Job Specific Requirements

- Demonstrated experience and education relevant to the role.

More information on the ILS can be found at www.apsc.gov.au

APPLICANT INSTRUCTIONS

Candidates are not required to provide a written response to the capabilities (above), however, candidates are encouraged to consider the capabilities in preparing their responses to the below questions, as each candidate will be assessed on their ability to demonstrate behaviours aligned to the capabilities for the position. For more information and tips on applying for jobs in the Public Service, go to the [APSC website](http://www.apsc.gov.au).

ELIGIBILITY

The filling of this vacancy is intended to constitute an affirmative measure under Section 33 of the Australian Public Service Commissioners Direction 2022. This vacancy is open only to people with disability.

To demonstrate eligibility for employment under the Affirmative Measure, applicants are required to provide evidence that they are a person with a disability. Evidence of disability does not need to include information about the type of disability.

Acceptable evidence includes a:

- Certificate or letter from a registered medical practitioner;
- Letter from a Disability Employment Services or job active provider; or if these documents are not available,
- A statutory declaration signed by the individual stating they have a disability.

REASONABLE ADJUSTMENTS

To ensure you can equitably and fully compete in the recruitment process you are able to seek reasonable adjustments, to remove barriers and make the process accessible. Please identify if you require reasonable adjustments in your application form.

All requests will be managed sensitively and confidentially.

To APPLY, please submit an application ONLINE via the website.

- If you experience any technical issues when applying or have any questions about the affirmative measures roles, please contact us on 02 6261 1849.

Candidates will be required to attach a resume and provide responses to the following questions: (maximum 250 words each)

1. Please indicate the level you are applying for level 4, level 5 or both?
2. What strengths and attributes can you bring to the role?
3. Describe a time when you've used your skills and experience to build internal relationships and deliver a high level of customer service.
4. Describe a time when you had competing priorities and had to plan and coordinate your work to get things done. What did you do? What impact did that have on the way you did things afterwards?

APPLICATIONS CLOSE: Monday 20 June 2022

What Happens Next?

Please do not tell anyone about your application with our organisation at this stage of the process as doing so may harm your suitability for employment with us.

You may be contacted via SMS regarding the next stage of the process.

A merit list will be established for candidates who are suitable and will remain valid for a period of 12 months.

We thank you for the time and effort you have put into your application; however, we are unfortunately unable to provide feedback to unsuccessful candidates.