

# SELECTION DOCUMENTATION

## MANAGER OF OPERATIONS

### Executive Level 1

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ASIS is Australia's foreign intelligence collection agency. We collect and distribute secret foreign intelligence, information which would be otherwise unavailable to Australia, to protect Australia and its interests.

ASIS works closely with other members of the National Intelligence Community to deliver Whole-of-Government outcomes. This active engagement and communication ensures a coordinated approach to intelligence activities and appropriate use of government resources. We operate as part of a wider group of intelligence allies, having close links to allied services and a range of ties with the intelligence services of other countries.

ASIS values workplace diversity and is committed to providing a supportive, inclusive and respectful work environment. We encourage applications from Aboriginal and Torres Strait Islander People, women, people with disabilities, people that identify as LGBTIQ+ and people from culturally and linguistically diverse backgrounds.

## ROLE

Managers of Operations lead teams which support intelligence priorities and enable operational outcomes. The Manager of Operations will generally lead a team of officers that hold a range of specialist skillsets, these may include:

- **Reports Officers (RO)** who produce intelligence reporting, maintain relationships with customers from the National Intelligence Community (NIC), and provide direction on the functions of an MDT in regards to government requirements.
- **Targeting Officers (TGT)** who identify and create opportunities for new operational activity. These outcomes are generated through target subject matter expertise and applied analytical tradecraft in line with operational priorities and capabilities.
- **Desk Officers (DO)** who provide the coordination for all the elements of operational activity, hold corporate knowledge and subject matter expertise on operations, and perform critical analysis in support of these activities.
- **Other operational specialists**, including HUMINT collectors, linguists, technical specialists and secondees/integrees from counterpart agencies, who may also be part of an MDT (multi-disciplinary team).

Managers of Operations generate impact against complex and fluid operational requirements. They provide lead advice on operational issues and risk considerations, and work in close consultation with EL2 Director of Operations to produce impactful outcomes for the Australian Government.

While a Canberra-based position, Managers of Operations represent ASIS in a range of external stakeholder engagements, both domestically and internationally, and provide direction in response to Australian government requirements.

## KEY RESPONSIBILITIES AND TASKS

*Outlined below are the key areas of responsibility for the EL1 Manager of Operations:*

- Harness the diverse operational analytical skillsets and enabling functions within the MDT (multi-disciplinary team), and direct these assets toward achieving impact against Australian government requirements.
- Collaborate with the EL2 MDT Director of Operations to identify and prioritise the focus, strategic objectives and priority of the MDT;
- Set and review individual members tasks and priorities, manage workflows, and lead the inter-related functions of an MDT toward the production of high value outcomes;
- Provide structured mentoring, development and training, and career guidance/support to team members, in particular the mentoring of Level 6 officers for management positions;
- Support organisational training on SME issues relating to the MDT or broader areas;
- Represent officers stationed overseas in relevant operational and non-operational discussions within the organisation and NIC community;
- Foster strong communication between Canberra-based and overseas stationed officers, the NIC and foreign partners; and
- Proactively engage compliance, legal services and audit areas on complicated compliance matters to ensure activities are conducted in accordance with legislation and probity.

## EDUCATION / QUALIFICATIONS / EXPERIENCE

### Essential

- Demonstrated experience in managing and overseeing a small team comprised of different role specialists;
- Strong written and verbal communication skills, with an ability to communicate concise, accurate, impactful and high-quality advice;
- Demonstrated ability to work in a high tempo environment managing a range of priorities at once; and
- Career experience/exposure across more than one MDT role (TGT/DO/RO) or comparable external experience.

### Beneficial

- Experience in multi-agency or cross-portfolio environments;
- Relevant experience in a national security related role (e.g. military, police, NIC, other intelligence related roles, other government agencies); and
- Tertiary qualifications or relevant work/life experience in a portfolio of relevance to ASIS.

## SELECTION CRITERIA

Candidates are encouraged to consider the below competencies from the Australian Public Service Integrated Leadership System (ILS) 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.

### **Shapes Strategic Thinking**

- Inspires a sense of purpose and direction;
- Focuses strategically;
- Harnesses information and opportunities; and
- Shows judgment, intelligence and common sense.

### **Achieves Results**

- Builds organisational capability and responsiveness;
- Marshals professional expertise;
- Steers and implements change and deals with uncertainty; and
- Ensures closure and delivers on intended results.

### **Cultivates Productive Working Relationships**

- Nurtures internal and external relationships;
- Facilitates co-operation and partnerships;
- Values individual differences and diversity; and
- Guides, mentors and develops people.

### **Exemplifies Personal Drive and Integrity**

- Demonstrates public service professionalism and probity;
- Engages with risk and shows personal courage;
- Commits to action;
- Displays resilience; and
- Demonstrates self-awareness and a commitment to personal development.

### **Communicates with Influence**

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

### **Technical Capability**

- Demonstrated experience and education relevant to the role.

For more information on the ILS, tips on applying for jobs in the Australian Public Service, go to the APSC website found at [www.apsc.gov.au](http://www.apsc.gov.au).

## **APPLICANT INSTRUCTIONS**

You are required to provide a CV and a written 'pitch' (maximum 800 words) that demonstrates your suitability for the role.

The pitch is an opportunity to detail why you are the right person for the role. The Selection Committee want to know why you are interested in the role and what you can bring to the role.

### **APPLICATIONS CLOSE:**

Tuesday 14<sup>th</sup> 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 or phone call 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. We are unable to provide feedback to unsuccessful candidates.