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# Candidate Information Pack

ORGANISATIONAL CHANGE  
MANAGER

LEVEL 4 TO EXECUTIVE  
LEVEL 1

OFFICIAL

## Position details

Title	Organisational Change Manager
Classification	Level 4 – Executive Level 1
Location	Canberra
Salary Range	\$97,148 – \$169,572 (plus superannuation)
Contact	Recruitment Phone: (02) 6261 1849
Closing Date and Time	Please refer to date on website

## About ASIS

The Australian Secret Intelligence Service (ASIS) is Australia’s overseas intelligence collection agency. We are Australia’s experts at collecting highly sensitive information – secret intelligence – from sources overseas to keep Australia and our region safe and prosperous.

Our work spans continents and cultures. As a tech-powered and data-driven organisation, we use covert techniques and cutting-edge technology to put us in the right rooms, next to the right people, with the right access to the intelligence we need. We are tasked to collect intelligence – it might be political, military or economic information – deliberately withheld from the Australian Government that might present threats to or opportunities for Australia.

From graduates to career changers, we come from every corner of the country and all walks of life, with backgrounds from all around the world.

Regardless of our ethnicity, experiences and education, we’re bound by a shared commitment to something bigger: building a better future for those who come after us. We seek to reflect the community we serve, and welcome applications from Aboriginal and Torres Strait Islander peoples, women, people with a disability, neurodiverse, people from culturally and linguistically diverse backgrounds and those who identify as LGBTQIA+.

It’s a mission owned by everyone, with opportunities for all.

## The role

We are seeking enthusiastic Change Managers and Analysts to join our customer focused technology team to support change management activities on a diverse program of work. As a valued team member, you will perform a range of Change Analysis and Management duties to assist ASIS in delivering technology capability. You will apply change analysis and management practices to support improvement and transformation of operational systems, supporting ASIS to achieve its missions. You will ensure that people are at the heart of change, whether that be change to technology, systems, business process or policy.

As an Organisational Change Manager, you will be responsible for identifying, developing and delivering change strategies using structured methodologies to support the successful delivery of one or more technology initiatives across ASIS. Successful candidates will play a key role in building alignment, managing expectations, and ensuring effective communication through the project lifecycle.

Level 4 to Level 6 candidates will possess a keen desire to learn more about change management practices and principles.

EL1 candidates will possess a deep understanding of change management principles and bring proven experience in supporting change in technology-driven environments.

## Role responsibilities

Level 4 - Level 6

- Design and implement stakeholder analysis, impact assessments and business readiness appraisals. Using research and data, conduct change impact assessments to identify the impact of change to technology, systems and processes on business areas.
- Contribute to the development of change management strategies to support a range of ICT and business initiatives to deliver successful change across ASIS.
- Contribute to the development and implementation of communication and engagement plans for change initiatives across impacted business areas.
- Collaborate with subject matter experts, end users, project managers, business analysts, trainers and ICT teams to integrate change activities into project delivery.
- Contribute to the design, monitoring and reporting of change progress and adoption metrics.

## Executive Level 1

- Design and implement stakeholder analysis, impact assessments and business readiness appraisals. Using research and data, conduct detailed change impact assessments to identify the impact of change to technology, systems and processes on business areas.
- Develop and implement change management strategies to support a range of ICT and business initiatives to deliver successful change across ASIS.
- Develop and implement sophisticated communication and engagement plans for significant programs and initiatives across impacted business areas.
- Collaborate with project managers, business analysts, and ICT teams to integrate change activities into project delivery.
- Design, monitor and report on change progress and adoption metrics, adjusting change strategies as needed to achieve desired outcomes.
- Coach junior Change Analysts and Managers.
- Contribute to the Organisational Change Manager professional stream, including the development of frameworks, templates and methodologies.

## Core skills

We encourage applicants with the following skills and attributes to apply:

### Level 4 - Level 6

- Change Management Expertise – Knowledge and application of change management principles and methodologies (e.g., Prosci, ADKAR). Experience with the application of Organisational Change Management Strategies and Methodologies.
- Stakeholder Engagement – Ability to build relationships, influence, and manage expectations across technical and non-technical teams.
- Communication and Facilitation – Good written and verbal communication skills for crafting clear messaging and conducting workshops.
- Technology Awareness – Understanding of technology implementations, digital transformation, and their impact on business processes and people.
- Analytical and Problem-Solving – Capability to assess change impacts, identify risks, and develop mitigation strategies.
- Adaptability and Resilience – Ability to manage multiple priorities and adjust approaches in a fast-paced, evolving technology environment.

#### Executive Level 1

- Change Management Expertise – Strong knowledge of change management principles and methodologies (e.g., Prosci, ADKAR) applied to ICT projects. Demonstrated experience with the application and understanding of Organisational Change Management Strategies and Methodologies.
- Stakeholder Engagement – Ability to build relationships, influence, and manage expectations across technical and non-technical teams.
- Communication and Facilitation – Excellent written and verbal communication skills for crafting clear messaging and conducting workshops.
- Technology Awareness – Understanding of technology implementations, digital transformation, and their impact on business processes and people.
- Analytical and Problem-Solving – Capability to assess change impacts, identify risks, and develop effective mitigation strategies.
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## Education and qualification requirements

The following education, qualifications and/or experience will be highly regarded:

- Qualifications in one or more of the relevant fields: Change Management, Organisational Development, Human Resource Management, Business Information Systems, or related field.
- Formal change management certifications e.g. Prosci, ADKAR.

## Benefits of working at ASIS

ASIS employees enjoy access to generous workplace terms and conditions. Benefits include but are not limited to:

- Competitive salary plus 15.4% superannuation
- A variety of leave options including 22 days paid annual leave per year
- Paid leave between Christmas and New Year
- Domestic Relocation assistance for new staff to Canberra
- Health and wellbeing initiatives
- Salary packaging arrangements
- Learning and development opportunities including access to study assistance
- A variety of support services including but not limited to Employee Assistance Program (EAP) and a Staff and Family Support Office.

Whilst ASIS officers are not able to work from home due to the classified nature of our work, staff have access to a range of flexible working arrangements. These include part time hours, condensed hours and/or flexible start/finish times to support other responsibilities.

ASIS conditions of service are similar to those applying for the Australian Public Service, for a full list of benefits and conditions see [asis.gov.au](https://asis.gov.au)

## Eligibility

To be eligible for a role you must:

- Be an Australian citizen
- Be assessed as suitable to hold and maintain a TOP SECRET-Privileged Access security clearance
- For more information on eligibility please see the Protective Security Policy Framework which is publicly accessible at [protectivesecurity.gov.au](https://protectivesecurity.gov.au), section 12 provides information on Eligibility and suitability

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## How to apply

Click on "Apply Now" on our website on the role/s that you are applying for. You will be required to submit the following:

- 800-word pitch outlining your skills and experience for the role
- A current CV, no more than 2 pages in length, outlining your employment history, academic qualifications and relevant training that you may have undertaken
- Details of two referees, which must include a current supervisor

Applicants are encouraged to consider the Integrated Leadership System (ILS) capabilities when preparing their application. For more information on the ILS, and tips for applying for jobs in Australian Public Service, please visit the APSC website found at [www.apsc.gov.au](http://www.apsc.gov.au).

All applications for employment with ASIS are handled in the strictest confidence. It is essential you maintain a similar level of confidentiality and that you do not discuss your application with anyone.

### **Important:**

If you are currently living overseas and wish to apply for a role with ASIS, please note that we cannot contact you until you return to Australia. Every part of the recruitment process, including contacting you, must be done while you are in Australia.

If you have no plans to return to Australia in the foreseeable future, we recommend you wait until you return before submitting an application.

## Reasonable adjustments

ASIS is committed to fostering a diverse and inclusive environment for candidates to participate in all stages of the selection process. Please let us know if you require any additional assistance or reasonable adjustments during any stage of the recruitment process and we will work with you to manage this throughout. If you are successful in gaining employment, reasonable adjustments can also be made available to you in performing your role.

## Recruitment process – what happens next

We thank all applicants for their interest in a role with ASIS. Please be advised that our selection process is rigorous and extensive and that we do not provide feedback to unsuccessful applicants. **If you progress from application, you will receive an SMS requesting you to complete online testing – please ensure that you complete this testing or your application will not progress further.**

All selection process decisions are merit based and candidates must be prepared to undergo various selection stages throughout the process.

A merit pool will be established for candidates who are suitable for this round and will remain valid for 18 months.