



Candidate Information Pack

HUMAN RESOURCE
PROFESSIONALS
EXECUTIVE LEVEL 2

Position details

Title	Human Resource Professionals
Classification	EL2
Location	Canberra
Salary Range	\$171,497 - \$202,365
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 roles

We are looking for individuals with strong leadership abilities who hold a diverse range of Human Resource (HR) skills and backgrounds, to fill a range of future vacancies at Executive Level 2 (Director Level). We are seeking to create a merit pool for the following areas: workforce management, recruitment, strategic workforce planning, conditions of service, employee relations and work health and safety.

Directors within the Human Resource Branch are responsible for leading a professional workforce, providing best practice HR and people services in support of ASIS's employees in Australia and overseas. As a Director of HR, you will contribute to the broader strategic leadership of ASIS as a member of its leadership team.

Successful applicants will excel in working in complex and challenging environments, have exceptional people, leadership and change management skills, and sound judgment. You will also have a strong focus on strategic and tactical level service delivery, and your customer focus, credibility and commitment to making a difference will set you apart from others.

Role responsibilities

- Lead and manage a team responsible in the delivery of key HR functions
- Drive and support a team to deliver divisional KPIs
- Build partnerships with internal and external stakeholders to identify and implement solutions to support the Service to achieve its priorities
- Contribute to the strategic and corporate planning and reporting processes
- Manage section budgets
- Instigate continuous improvement activities
- Anticipate and seek to minimise risks that may impact on outcomes
- Ensure compliance with relevant legislation and HR best practice

Education and qualification requirements

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

- Significant experience in senior HR roles with a proven track record in delivering high performance outcomes at both strategic and tactical service delivery levels
- Expert knowledge of Human Resource best practice in your chosen field
- Experience in influencing and advising senior leaders on Human Resource principles and best practice
- Current knowledge of legislation and APS terms and conditions of service
- Excellent written and verbal communication skills
- Demonstrated effective management and leadership skills

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.

While 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

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, section 12 provides information on Eligibility and suitability

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.

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.