



Candidate Information Pack

ICT Software Delivery
Manager EL1

Position details

Title	ICT Software Delivery Manager
Classification	EL1
Location	Canberra
Salary Range	\$150,072 – \$175,338
Contact	Recruitment Phone: (02) 6261 1849
Closing Date and Time	Please refer to 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

ASIS is seeking dynamic team players to join our technical community in ICT Software Delivery leadership roles (EL1). Whether your expertise lies in Software Development Management, Project Management, or as an Agile Scrum Master/Product Owner, we are looking for individuals who enjoy collaborating with stakeholders to deliver high-value ICT solutions.

For those stepping into the Software Management aspect of these roles, you will be responsible for overseeing the end-to-end software development lifecycle (SDLC) for a range of diverse solutions. This requires a high level of proficiency in managing software developers and guiding them through modern delivery processes, including Agile methodologies, CI/CD pipelines, and DevOps tooling. You will ensure that the code produced is scalable, maintainable, and secure, while balancing the delivery of new solutions and features with the management of technical debt.

Across all delivery roles, you will ensure that the technical solutions ASIS delivers are robust and supported throughout their lifecycle. You will be expected to exercise independent judgment and initiative to enable strategic product modifications and innovative technical solutions that enhance user satisfaction. You will provide high-quality professional advice, adeptly navigating complex problems to ensure the successful delivery of technical products.

You will be self-motivated, effectively leading a team to deliver cutting-edge solutions to interesting problems. A willingness to learn new technologies and stay abreast of industry developments is essential to contributing to ASIS's mission.

Role responsibilities

Outlined below are the key areas of responsibilities you can be expected to undertake:

- Leading a team to deliver software and ICT solutions, including their ongoing sustainment and continuous improvement in accordance with adopted methodologies and practices.
- Applying best practices to create plans that maintain and enhance the provision of IT services, improving process efficiency and system performance.
- Ensuring development enablers are optimised to maximise team performance and delivery outcomes.
- Engaging with customer representatives and product owners to understand business needs and requirements and translate these into development goals, define services and solutions, and manage communications during service disruptions.
- Contributing to a positive working environment by building effective relationships with team members and stakeholders.
- Collaborating with industry and government partners to ensure technical currency.

Core skills

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

- Effective leadership of Software Developers and Integration Engineers.
- Experience across a broad range of development disciplines and methodologies, such as Agile, Product Management, CI/CD pipelines and DevOps and associated best practice processes and tools.
- Experience with project delivery and product management.
- Experience with the use and implementation of software engineering tools and enablers, such as code management and version control systems (e.g. Git).
- Experience with Information Security, design and assurance.
- Experience in delivering, monitoring and improving IT Services.
- Excellent communication and interpersonal skills and the ability to work collaboratively in a team environment and coach staff under management.

Education and qualification requirements

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

- Tertiary qualifications in software engineering and/or computer science are desirable, though not essential.
- Qualifications in ICT or business management related fields are desirable.
- Qualifications in Project Management, Program Management and Agile delivery are desirable.



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.

Use of AI in recruitment process

We recognise some applicants may use AI technologies to draft applications or prepare for interviews. If you wish to use AI, we recommend doing this only for initial drafts and ensure that your application is personalised and accurately reflects your skills, experiences and capabilities.

Additionally, be aware of the privacy policies of any AI tools you use. Be mindful of the information you are entering into AI tools (personal details, work history, etc) and how using it may link you to potential ASIS employment, noting that you are expected to maintain confidentiality with your application.

If you are invited to attend an interview, the use of AI tools and recording devices during the interview is strictly prohibited. Should AI tools or recording services be detected, your application, and any future applications may not be progressed.

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.