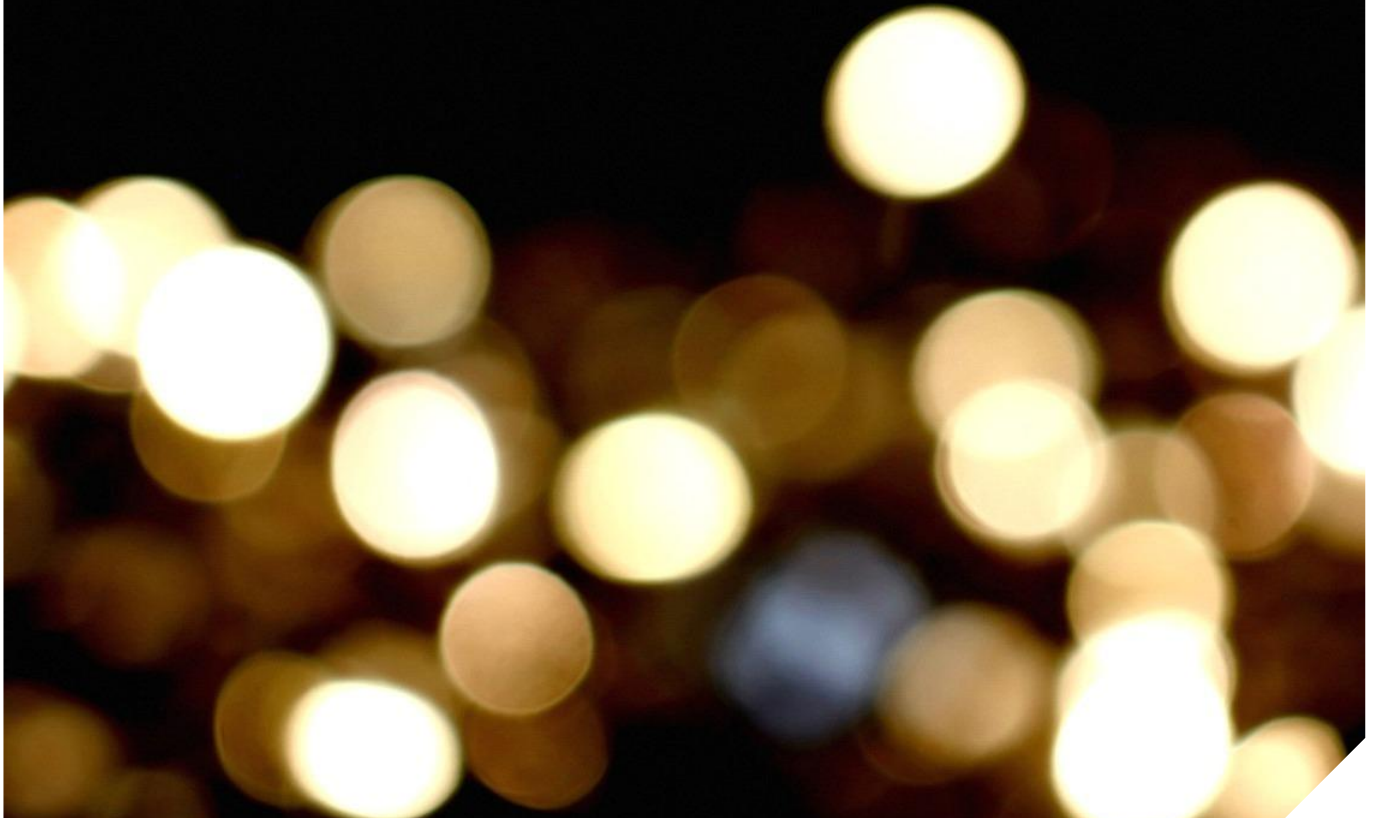


OFFICIAL



# Candidate Information Pack

STRATEGIC PARTNER  
COORDINATOR

LEVEL 6

OFFICIAL

## Position details

Title	Strategic Partner Coordinator
Classification	Level 6
Location	Canberra
Salary Range	\$116,245 - \$133,968
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 committed and experienced professionals to join our Strategic Partnerships team. As a valued member of the team, you will support efforts to engage with industry and partners to advance our digital transformation through effective stakeholder engagement, collaboration and industry relationships. You will contribute to delivering high quality and effective business advice, vendor management and stakeholder engagement support to the organisation. Your contribution will go towards ensuring ASIS delivers a successful transformation program enabled by quality and sustainable relationships across ASIS, Australian and international government partners, and Australian industry.

Working closely with internal and external stakeholders, you will provide timely advice across technology, business and management functions including stakeholder engagement, project management; and general business and administrative advice and support. You will exercise a considerable degree of independence and engage in complex problem solving that influences strategic, political or operational outcomes for the agency.

## Role responsibilities

- Provide strategic business and management advice in line with corporate objectives and inform sound and innovative recommendations to the Senior Executive;
- Work collaboratively with technology and business areas to develop and manage strategies to engage appropriate industry partners;
- Anticipate client and stakeholder needs and communicate those requirements to diverse government and industry stakeholders;
- Develop and maintain effective relationships with stakeholders, including working with business representatives and technology experts to enable efficient engagement with strategic key partners;
- Represent business areas and organisational interests;
- Prepare regular and ad-hoc reporting for stakeholders;
- Work collaboratively across a range of locations;
- Support a diverse range of stakeholders within ASIS, external and international agencies and industry;
- Assist in the facilitation of international engagement; and
- Support key senior leadership engagement through logistics and administration support.

## Core skills

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

- Strong analytical skills with the ability to organise, analyse and disseminate information with strong attention to detail and accuracy;
- Demonstrated understanding of Federal Government administration;
- Strong interpersonal skills and stakeholder management experience including building, maintaining, and utilising networks and relationships, and the ability to partner and work effectively with other teams to meet objectives; and
- Demonstrated effective written and verbal communications skills;
- Experience in strategic engagement and liaison environments.

## Education and qualification requirements

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

- Relevant experience and formal qualifications are highly 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.

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

## 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.