



Candidate Information Pack

RESOURCE OFFICER LEVEL 6
AND RESOURCE MANAGER
EXECUTIVE LEVEL 1

Position details

Title	Resource Officer and Resource Manager
Classification	Level 6 and Executive Level 1
Location	Canberra
Salary Range	\$116,245 to \$169,572
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

Resource Manager EL1

We are seeking committed and experienced resource management professionals to fill positions within our organisation. As a Resource Manager in ASIS, you will be responsible for delivering high quality and effective financial support to the organisation. Your contribution will go towards ensuring the financial integrity of ASIS and its business groups. This will involve effective collaboration with team members and stakeholders, as well as ensuring compliance with all aspects of Australian legislative and regulatory requirements.

Working closely with internal and external stakeholders, you will provide a full range of timely corporate management functions including financial and budget management, resource management (including people and equipment) and general administrative management. They will exercise a considerable degree of independence and engage in complex problem solving that impact on strategic, political or operational outcomes for the agency.

The role being advertised is for a Canberra based position, after having worked as a Resource Manager in ASIS there will be an opportunities to apply for an international postings.

Resource Officer L6

We are seeking committed and experienced resource officers to fill positions within our organisation. As a Resource Officer in ASIS, you will be responsible for providing support to the Resource Managers in the organisation. Your contribution will go towards ensuring the financial integrity of ASIS and its business groups. This will involve effective collaboration with team members and stakeholders, as well as ensuring compliance with all aspects of Australian legislative and regulatory requirements.

As a L6 Resource Officer, you will be part of a team and undertake tasks of a moderate level of complexity, under the general direction from Resource Managers. You will work on tasks, such as processing and management of financial transactions; production and management of regular financial reporting tasks; performing financial research and analysis; and manage stakeholder queries regarding Branch level resource queries relating to people or equipment.

Role responsibilities

Resource Manager EL1

Outlined below are the key areas of responsibility for the Resource Manager roles:

- Assist SES staff to develop and manage internal budgets and resourcing levels (including staffing);
- Prepare regular and ad-hoc financial reports and costings for internal and external stakeholders;
- Provide expert advice and assistance to relevant personnel on accounting matters and policy;
- Provide analysis of financial results, including the identification of potential under/overspends and recommendations for possible solutions;
- Work collaboratively across a range of locations;
- Manage assets and coordination of resources;
- Develop and maintain effective working relationships with stakeholders;
- Assist management teams with the procurement activities for a range of items;
- Assist with the ongoing contract management; and
- Monitoring and implementation of approved NPPs.

Resource Officer L6

Outlined below are the key responsibilities and tasks:

- Work under general direction as part of a team to provide support to the Resource Managers;
- Apply resource management knowledge to provide a service focused on organisational outcomes;
- Have responsibility for a resource management activity (could include travel, accounts payable/receivable, fleet management or procurement);
- Contribute to monthly forecasting as it impacts on resourcing for ASIS;
- Maintain internal & external stakeholder relationships and provide advice on resourcing matters;
- Build subject matter expertise capability through exposure to team members, coaching, mentoring, on the job experience and relevant training; and
- Contribute to compliance including risk management and mitigation.

Core skills

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

Resource Manager EL1

- Demonstrated experience in procurement, finance or managing assets and logistics, or translatable business management skills;
- Demonstrated understanding of financial management and/or budgeting processes and/or Federal Government procurement regulations/frameworks;
- Excellent interpersonal skills; and
- Demonstrated effective written and verbal communications skills.

Resource Officer L6

- Strong attention to detail and time management skills;
- A proven track record in teamwork;
- Demonstrated experience in providing excellent customer service;
- Awareness of government procurement guidelines; and
- Cost modelling, including project costing and proactive cost analysis and management skills.

Education and qualification requirements

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

- Possession of, or working towards relevant tertiary degree or comparable qualifications;
- Demonstrated experience working in finance, asset management/logistics, or procurement; or translatable business management skills; and
- Demonstrated understanding of financial management and/or budgeting processes and/or Federal Government procurement regulations/frameworks.

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

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.