

# Selection Documentation

## Executive Officer

**Level 6 \$96,652-\$111,390 plus superannuation**

**Executive Level 1 \$120,676-\$140,992 plus superannuation**

---

ASIS is Australia's overseas secret intelligence collection agency. Its mission is to protect and promote Australia's vital interests through the provision of intelligence services as directed by the Government. Its work can involve collecting intelligence relating to national security, international relations and economic issues. It also contributes to Australia's coordinated national efforts against terrorism, proliferation of weapons of mass destruction, and trans-national issues such as people smuggling.

### Role

As an Executive Officer (EO), depending on level classification, you will provide a range of timely and confidential strategic advice, manage communications and implement strategies to support a Division or Group Senior Executive. You will also provide coordination, high level administrative, secretariat and project support services, including drafting briefing papers and talking points, and managing a range of Division or Group projects. Your work is complementary to other executive support roles, including an Executive Assistant (EA), who would generally focus more on administrative support.

As the first point of contact for internal and external clients, you are the face of the team and will manage the office within a discreet security environment. You will be required to work closely with National Intelligence Community partner agencies and will serve as the main point of contact for inter-agency collaboration and as the first contact point for internal and external Divisional or Group clients.

The role requires a dynamic team player who enjoys working with stakeholders, team members and individually on projects. You will be able to meet tight deadlines and work to support ASIS priorities.

The following core functions distinguish the level classification of Executive Officers. The distinctions are largely associated with the level of guidance required, the complexity of the tasks involved and the qualifications of the officers. Generally, an Executive Officer requires a Bachelor level degree or higher.

### Level 6 Executive Officer

Undertake the following tasks *with limited direction and guidance*:

- Exercise sound judgement in providing direct, timely and essential advice and support to a Division Head. Work closely with Branch Heads to help deliver on priorities and objectives;
- Coordinate across the Division to maximize outcomes from the Division Head's engagements. Anticipate needs, including requirements for visit program, speeches, meetings and other activities. Interpret, draft and review documents such as speeches, briefings and other relevant documentation;
- Provide complex administrative support to senior management and provide high level advice to relevant stakeholders on complex administrative matters to ensure that legislation, policies and procedures are met;
- Identify, anticipate and prioritise complex managerial and administrative issues based on the alignment to government objectives and their impact on relevant stakeholders;

- Communicate and advocate on behalf of the Division Head in both internally and externally facing capacities and effectively manage the production, dissemination and storage of information to facilitate and improve communication between the Service and its stakeholders

## **EL1 Executive Officer**

Undertake the following tasks *with a broad degree of self-direction*:

- Exercise sound judgement in providing direct, timely and essential advice and support to a Group Head. Work closely with Division and Branch Heads to help the Group Head deliver on priorities and objectives;
- Coordinate across the Group (including overseas offices) to maximize outcomes from the Group Head's engagements. Anticipate needs, including requirements for visit program, speeches, meetings and other activities. Interpret, draft and review documents such as speeches, briefings and other relevant documentation;
- Provide complex administrative support to senior management and provide high level advice to relevant stakeholders on complex administrative matters to ensure that legislation, policies and procedures are met;
- Identify, anticipate and prioritise complex managerial and administrative issues based on the alignment to government objectives and their impact on relevant stakeholders;
- Communicate and advocate on behalf of the Group Head in both internally and externally facing capacities and effectively manage the production, dissemination and storage of information to facilitate and improve communication between the Service and its stakeholders.

## **Key Responsibilities and Tasks**

The following is an overview of key responsibilities and tasks:

- Build and manage key relationships inside ASIS and with external stakeholder;
- Provide strategic advice to a range of stakeholders;
- Facilitate inter agency engagement for your Division or Group;
- Organise and provide secretariat functions for senior level internal and external meetings;
- Coordinate and organise internal and external functions and events;
- Understand the needs and requirements of the Division or Group Head and undertake the work necessary to ensure goals are achieved and deadlines are met. Manage changes in a manner that minimises the disruption it causes;
- Act with discretion, integrity and professionalism;
- Provide complex administrative support;
- Other duties as required.

## **Core Skills**

The following is an overview of skills required to succeed in the roles:

- Excellent verbal communication skills, including the ability to brief senior executives and communicate with a wide range of internal and external stakeholders;
- Excellent written communication skills, including the ability to write and review reports and briefings, and draft engaging presentations and speeches;
- Effective organisational skills, displaying initiative and the ability to make sound judgements and decisions;
- Demonstrated high level administrative and project coordination skills, including the ability to coordinate and undertake projects and reviews for the Division or Group;

- Demonstrated experience in developing and maintaining successful client/customer relationships at senior levels and the ability to resolve differences with tact and diplomacy;
- Demonstrated ability to quickly understand and use unfamiliar IT systems;
- Understanding of the Australian Public Service and the National Intelligence Community (NIC.).

## Education, qualification and experience requirements

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

- Experience in similar roles;
- Bachelor level degree or higher.

## Capabilities

Candidates are not required to provide a separate written response to the ILS capabilities (below), however, candidates are encouraged to consider the capabilities in preparing their application, as each candidate will be assessed on their ability to demonstrate behaviours aligned to the capabilities for the position.

For more information on the ILS, tips on applying for jobs in the Public Service, go to the APSC website found at [www.apsc.gov.au](http://www.apsc.gov.au).

<b>LEVEL 6</b>	<p><b>Supports strategic direction</b> Supports shared purpose and direction;</p> <p>Thinks strategically; Harnesses information and opportunities; and</p> <p>Shows judgment, intelligence and common sense.</p>	<p><b>Achieves results</b> Identifies and uses resources wisely;</p> <p>Applies and builds professional expertise;</p> <p>Responds positively to change; and</p> <p>Takes responsibility of managing work projects to achieve results.</p>	<p><b>Supports productive working relationships</b> Nurtures internal and external relationships;</p> <p>Listens to, understands and recognises the needs of others;</p> <p>Values individual differences and diversity; and</p> <p>Shares learning and supports others.</p>	<p><b>Displays personal drive and integrity</b> Demonstrates public service professionalism and probity;</p> <p>Engages with risk and shows personal courage;</p> <p>Commits to action;</p> <p>Promotes and adopts a positive and balanced approach to work; and</p> <p>Demonstrates self-awareness and a commitment to personal development.</p>	<p><b>Communicates with influence</b> Communicates clearly;</p> <p>Listens, understands and adapts to audience; and</p> <p>Negotiates confidently.</p>	<p><b>Job specific requirements</b> Demonstrated experience and education relevant to the role.</p>
----------------	---	--	--	---	--	---

<b>EXECUTIVE LEVEL 1</b>	<p><b>Shapes strategic thinking</b> Inspires a sense of purpose and direction;</p> <p>Focuses strategically; Harnesses information and opportunities; and</p> <p>Shows judgment, intelligence and common sense.</p>	<p><b>Achieves results</b> Builds organisational capability and responsiveness;</p> <p>Marshals professional expertise;</p> <p>Steers and implements change and deals with uncertainty; and</p> <p>Ensures closure and delivers on intended results.</p>	<p><b>Cultivates productive working relationships</b> Nurtures internal and external relationships;</p> <p>Facilitates co-operation and partnerships;</p> <p>Values individual differences and diversity; and</p> <p>Guides, mentors and develops people.</p>	<p><b>Exemplifies personal drive and integrity</b> Demonstrates public service professionalism and probity;</p> <p>Engages with risk and shows personal courage;</p> <p>Commits to action;</p> <p>Displays resilience; and Demonstrates self-awareness and a commitment to personal development.</p>	<p><b>Communicates with influence</b> Communicates clearly;</p> <p>Listens, understands and adapts to audience; and</p> <p>Negotiates persuasively.</p>	<p><b>Job specific requirements</b> Demonstrated experience and education relevant to the role.</p>
--------------------------	---	--	---	--	---	---

## Applicant Instructions:

**To APPLY, please submit an application ONLINE via the website.**

Candidates are required to provide a detailed resume outlining their work history and respond to the following:

1. Please indicate the level you are applying for: Level 6 or EL1.
2. Candidates are required to submit a maximum 800 word pitch outlining their skills and experience for the role on offer.

**APPLICATIONS CLOSE: Please refer to the website for the closing date.**

## What Happens Next?

Please do not tell anyone about your application with our organisation at this stage of the process as doing so may harm your suitability for employment with us.

You may be contacted via SMS regarding the next stage of the process.

A merit pool will be established for candidates who are suitable and will remain valid for a period of 12 months.

We thank you for the time and effort you have put into your application; however we are unfortunately unable to provide feedback to unsuccessful candidates.