

Selection Documentation

Manager, Change and Transition

Executive Level 1

\$145,137 - \$169,572 plus superannuation

ABOUT US

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.

ASIS is a diverse and inclusive workplace, where our people are empowered through authenticity and a sense of belonging to achieve their potential and contribute to a shared purpose and mission. 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 LGBTIQ+.

WHAT WE OFFER

- A competitive salary
- A career with a difference making a direct contribution to Australia's national security
- A unique working environment where the work is stimulating and our people matter
- Ongoing training and personal development opportunities
- Ongoing employment with opportunity for part-time or flexible work hours
- Generous leave provisions

ROLE

The Manager, Change and Transition plays a pivotal role in leading and coordinating change initiatives that prepare ASIS people, workplace and systems for major transformation. This includes the governance and assurance around modernising ways of working, updating policy and processes and aligning technology strategy with future organisational goals. The role requires strategic foresight, stakeholder engagement and the ability to drive cultural and operational readiness across the Service.

This role is office based in Canberra.

KEY RESPONSIBILITIES AND TASKS

The following is an overview of key responsibilities and tasks:

- **Strategic Change Leadership**
 - Shape and implement a multi-year change and transition roadmap aligned with ASIS's corporate plan and transformation strategy.
 - Lead initiatives that develop people capability and confidence through the evolution of workplace culture, digital capability, and operational agility.
- **Workplace and People Readiness**
 - Facilitate people capability uplift through training, communication, and engagement strategies.

- Oversee readiness planning for physical infrastructure changes, including building upgrades and logistics staging planning points.
- **Policy, Process and Technology Alignment**
 - Collaborate with policy, information management, HR and ICT teams to modernise internal processes, records management and system alignment.
 - Support the development of a future-focused technology strategy that enables transformation goals.
- **Stakeholder Engagement and Communication**
 - Build and sustain productive relationships across divisions, external partners and transformation offices.
 - Develop and deliver targeted communication and change management plans to support staff through transition phases.
- **Monitoring and Evaluation**
 - Establish metrics and feedback loops to assess change, transition and logistics readiness and change-related risks.
 - Adjust plans based on stakeholder input and evolving organisational needs.
 - Track and assess benefits realisation by creating clear metrics aligned to change objectives.

CORE SKILLS, EDUCATION, QUALIFICATION AND EXPERIENCE REQUIREMENTS

The following is an overview of skills and experience required to succeed in the role:

- Proven experience in organisational change management or large-scale transformation programs.
- Experience in designing and implementing innovative workplace solutions that prioritises employee needs and enhances the overall work experience.
- Strong communication and interpersonal skills, with the ability to collaborate with stakeholders at various levels.
- Demonstrated ability to apply structured project and/or change management frameworks to successfully implement initiatives.
- Qualifications in change management, project management or related fields.

We are dedicated to building a diverse and inclusive workforce, so if you are excited about this role but your past experience doesn't align perfectly, we encourage you to apply.

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.

Shapes Strategic Direction

- Inspires a sense of purpose and direction;
- Focuses strategically;
- Harnesses information and opportunities; and
- Shows judgment, intelligence and common sense

Achieves Results

- Builds organisational capability and responsiveness;
- Marshals professional expertise;
- Steers and implements change and deals with uncertainty; and
- Ensures closure and delivers on intended results.

Cultivates Productive Working Relationships

- Nurtures internal and external relationships;
- Facilitates co-operation and partnerships;
- Values individual differences and diversity; and
- Guides, mentors and develops people.

Exemplifies Personal Drive and Integrity

- Demonstrates public service professionalism and probity;
- Engages with risk and shows personal courage;
- Commits to action;
- Displays resilience; and
- Demonstrates self-awareness and a commitment to personal development.

Communicates with Influence

- Communicates clearly;
- Listens, understands and adapts to audience; and
- Negotiates persuasively.

Job Specific Requirements

- Demonstrated experience and education relevant to the role.

HOW TO APPLY

Applicants will need to apply **ONLINE** via our website and will be required to attach a resume and provide a maximum 800 word pitch outlining their skills and experience for the role on offer.

Applicants are encouraged to consider the capabilities when preparing their application, as this will form the basis of selection assessment. For more information and tips on applying for jobs in the Public Service, search 'Joining the APS' at www.apsc.gov.au.

APPLICATIONS CLOSE: 11:59pm AEDT on 24 November 2025

ELIGIBILITY

Candidates must be Australian citizens.

The successful candidate will be required to obtain and maintain the highest-level security clearance.

REASONABLE ADJUSTMENTS

All requests for reasonable adjustments will be considered and managed in consultation with you. We will continue to ask you if you require reasonable adjustments at each stage of the process. If you are successful in gaining employment, reasonable adjustments can also be made available to you in performing your role.

WHAT HAPPENS NEXT?

You may receive a SMS requesting you to complete online testing. Please ensure you complete this as your application will not be progressed otherwise.

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.

A merit list will be established for candidates who are suitable and will remain valid for a period of 18 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.