

Selection Documentation

Property Officers

Level 5 – Executive Level 1

Level 5 \$101,169 - \$108,998 plus superannuation

Level 6 \$111,989 - \$129,063 plus superannuation

Executive Level 1 \$139,823 - \$163,364 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

This role is office based in Canberra.

THE OPPORTUNITIES

The Property Branch is responsible for enhancing ASIS' business capabilities through effective management and maintenance of the property portfolio, delivering major and minor projects and driving strategic direction through forward planning.

We are seeking to fill a number of Level 5, Level 6 and Executive Level 1 positions across multiple teams within the branch. A summary of the desirable core skills and a description of the teams are available below.

KEY RESPONSIBILITIES AND TASKS

The following is an overview of key responsibilities and tasks of each team within the Property Branch:

- As part of the **Property Strategy, Engagement and Planning** team you will drive and deliver the concept planning of property projects for the ASIS Property Portfolio. You will develop and manage the introduction of new processes and frameworks to maintain property information and support the development of property policies and procedures. This team is responsible for providing reporting and clear recommendations to senior management and other key stakeholders. Strong stakeholder engagement is key through the ability to develop and maintain a network of internal and external partners and resources. This team manages new and proposed funding and oversees all property leasing arrangements.
- The **Property Transformation** team is responsible for developing and implementing property transformation projects within the agency. In this team you will critically assess and synthesis data to inform and implement modern work environments across the Canberra property footprint. The ability to foster and maintain productive working relationships and communicate with influence is essential in these roles to drive and deliver effective change management activities.
- The **Facilities Management** team maintain building, property and facility services across the ASIS global footprint, including providing support and expertise to deliver complex infrastructure projects. You will provide detailed technical and professional advice in relation to complex problems. You will be responsible for delivering scheduled and responsive maintenance and day-to-day upkeep. In addition to a general property background, trade qualifications will be highly regarded for roles within this team (electrical, data cabling, mechanical and fire systems highly desirable).

Please note some roles may require travel overseas. Staff in the Property Branch will have an opportunity to express their interest in supporting projects both domestic and overseas.

CORE SKILLS

The following is an overview of skills required to succeed in the role/s:

- Forward-leaning, innovative modern thinking combined with a willingness to learn;
- Be self-motivated, work effectively and responsively within a fast-paced and sometimes complex environment;
- Have strong representation, engagement and interpersonal skills, including the ability to develop and maintain a network of internal and external partners;
- Ability to work effectively both independently and within a team environment;
- Confidence to make informed and data-driven decisions where needed and contribute positively to team and Branch culture;
- Well-developed written and verbal communication skills, including an ability to negotiate and communicate with influence; and
- Problem solving with an ability to think laterally and strategically.

EDUCATION, QUALIFICATION AND EXPERIENCE REQUIREMENTS

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

- Experience in managing facility/property services;
- Trade background;
- Commercial building background;
- Demonstrated ability to effectively engage stakeholders and communicate effectively across different audiences and backgrounds;
- Experience in managing resources;
- Relevant experience in change management, communications and/or project management;
- Demonstrated project and/or contract management experience and/or relevant qualifications;
- Sound understanding of current legislative requirements; and
- Demonstrated leadership capabilities.

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.

SELECTION CRITERIA

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.

For Level 5 and 6:

Supports Strategic Direction

- Supports shared purpose and direction;
- Thinks strategically;
- Harnesses information and opportunities; and
- Shows judgment, intelligence and common sense.

Achieves Results

- Identifies and uses resources wisely;
- Applies and builds professional expertise;
- Responds positively to change; and
- Takes responsibility for managing work projects to achieve results.

Supports Productive Working Relationships

- Nurtures internal and external relationships;
- Listens to, understands and recognises the needs of others;
- Values individual differences and diversity; and
- Shares learning and supports other.

Displays Personal Drive and Integrity

- Demonstrates public service professionalism and probity;
- Engages with risk and shows personal courage;
- Commits to action;
- Promotes and adopts a positive and balanced approach to work; and
- Demonstrates self-awareness and a commitment to personal development.

Communicates with Influence

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

Job Specific Requirements

- Demonstrated experience and education relevant to the role.

For EL1:

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 submit a maximum 800 word pitch demonstrating their relevant experience, skills and knowledge to perform the duties of the role along with a comprehensive resume detailing their work history.

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: Refer to date on website

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.