

OFFICIAL



Candidate Information Pack

RESOURCE MANAGER
EXECUTIVE LEVEL 2

OFFICIAL

Position details

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| Title | Resource Manager |
| Classification | Executive Level 2 |
| Location | Canberra |
| Salary Range | \$171,497 - \$202,365 |
| 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

The Resource Manager (RM) is responsible for delivering high-quality, effective, and timely financial and human resources support to ASIS, supporting the financial and workforce integrity of the organisation and its business groups. The RM works closely with internal and external stakeholders, providing a full range of corporate management functions, including financial and budget management, resource management, and general administrative management. The RM exercises a considerable degree of independence and engages in complex problem-solving that impacts strategic, and/or operational outcomes for ASIS.

The role being advertised is for a Canberra based position.

Role responsibilities

An Executive Level 2 employee would generally be required to undertake work with a high level of complexity or sensitivity and operate under broad direction. They exercise a significant degree of independence and perform an important leadership role. Employees at this level will be responsible for influencing and developing strategy, policies, priorities and operational practices in support of agency objectives based on high level decision-making and judgement. EL2 employees provide a high level of advice to senior management and Ministers as well as coordinating and assuming responsibility for highly complex or sensitive projects or work programs that have strategic, political and/or operational significance. Employees are also responsible for initiating, establishing and maintaining strong relationships with key internal and external stakeholders. An Executive Level 2 RM in ASIS will be required to lead and on occasion grow a team, this will require the ability to enhance financial literacy within this team.

The key responsibilities for this role include budgeting and financial management, financial reporting and analysis, financial management accounting expertise, stakeholder management, and maintaining compliance with financial policies and procedures.

Core skills

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

Budget & Financial Management

- Proficient in financial management accounting processes and policy, supports the Senior Executive Service (SES) by developing and managing internal budgets, monitoring performance, and providing expert financial advice. Resource Managers prepare reports, analyse results, and recommend corrective actions to ensure efficient resource use and compliance with financial policies.

Workforce & Resource Management

- The Resource Manager plays a role in managing the Branch/Division's workforce and resources by forecasting and planning staffing levels; managing staff movements and postings. This includes collaborating with relevant stakeholders, ensuring compliance with policy/guidelines, and advising appropriate staffing levels within budget constraints to support the Branch/Division's strategic and operational objectives.

Education and qualification requirements

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

- Possession of, or working towards relevant experience and/or qualification in financial and/or human resources.
- Demonstrated understanding of financial management, 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.