



Candidate Information Pack

PROJECT SUPPORT OFFICERS
LEVEL 4-6

Position details

Title	Project Support Officers
Classification	L4-L6
Location	Canberra
Salary Range	L4: \$97,148 - \$101,338 L5: \$105,013 – 113,141 L6: \$116,245 - \$133,968
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

Level 4 – Level 5

Are you a motivated and organised person who can support a busy team to build, manage and deploy new technologies? Would you like to develop new skills and broaden your experience within an exciting and dynamic organisation? ASIS is looking for Level 4-5 project support staff to join its Project Management team.

This role supports senior Project and Program Managers to deliver a broad range of complex Information and Communications Technology (ICT) projects. You will have the opportunity to work with experienced Project Managers to develop your career whilst having exposure to a wide range of operational and enabling technology. By providing day-to-day support across resourcing, scheduling, prioritisation, and task coordination, you will help deliver against project milestones, objectives and benefits.

While experience in a similar support role would be an advantage, a positive attitude and a willingness to learn new skills are equally valued. Opportunities for formal training will be available to the successful candidate.

Level 6

Are you a motivated and enthusiastic junior project manager or senior project support officer looking for a dynamic environment where you can advance your project management career? ASIS is looking for Level 6 project staff to join its Project Management team.

You will be part of a team responsible for the management of complex Information and Communications Technology (ICT) projects. You will have the opportunity to work across a range of areas including technology infrastructure, operational technology and data related programs of work. You will use your excellent organisational skills to manage multiple projects and take responsibility for the day-to-day management of resourcing, scheduling, prioritisation and task coordination, and meeting project milestones, objectives and deliverables. Opportunities to gain or update formal project management qualifications will be available to the successful candidate.

Role responsibilities

Level 4 – Level 5

- Assist in the delivery of projects or work streams by supporting planning scheduling, and coordination activities under the guidance of a senior project manager.
- Monitor and update project schedules, milestones, risks and issues, escalating matters in accordance with agreed governance arrangements.

- Draft and maintain project documentation, including project plans, status reports, briefs and meeting records, ensuring accuracy and timeliness.
- Engage with internal stakeholders to coordinate inputs, support communication activities, and contribute to effective team collaboration.

Level 6

- Support the end-to-end delivery of projects by assisting with project planning scheduling and coordination of activities to meet agreed scope, time and budget.
- Manage day to day project tasks, including tracking milestones, risks, issues and dependencies, and escalating matters as required.
- Contribute to the preparation of project documentation such as project plans, status reports, briefs and closure reports.
- Coordinate engagement with internal and external stakeholders to support effective communication and timely delivery of project outcomes.
- Support governance and assurance processes by maintaining accurate records, updating registers and ensuring compliance with project management frameworks and organisational policies.

Core skills

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

Level 4 – Level 5

- Stakeholder engagement and teamwork – demonstrated experience in a team environment and the ability to work collaboratively with a range of stakeholders.
- Project coordination and planning skills – the ability to support project planning activities, manage allocated tasks and contribute to scheduling and delivery under direction.
- Monitoring and reporting skills – capability to track milestones, risks and issues, maintain registers and prepare clear accurate progress reports and updates.
- Written communication skills – strong ability to draft project documentation, briefs, meeting records and correspondence that is tailored to purpose and audience.
- Organisational and administrative skills – the ability to maintain accurate records, manage competing priorities and ensure compliance with governance frameworks, policies and procedures.

Level 6

- Project management and delivery – demonstrated ability to lead and manage projects or defined work streams across the project lifecycle under limited supervision.

- Strategic thinking and problem solving – ability to analyse complex issues, identify risks and dependencies and develop practical solutions and options to support successful project outcomes.
- Stakeholder engagement and influence – well developed ability to engage, negotiate and build productive relationships with internal and external stakeholders.
- Communication and briefing skills – strong written and verbal communication skills, including the ability to prepare high quality project documentation, briefs, reports and advice for program managers and executives.
- Governance, risk and assurance – knowledge of compliance and accountability requirements, including risk management and assurance frameworks.
- Inquisitive outlook and willingness to learn new skills.

Education and qualification requirements

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

Level 4 – Level 5

- Tertiary qualifications in project management, business administration or related discipline (cert III or higher).
- Certification in PRINCE2, PMI, P3M3 or similar.
- Experience in a similar role in government or industry.

Level 6

- Recognised project management certification such as PRINCE2, P3M3 or PMI.
- Tertiary qualifications in project management, business administration or related discipline.
- Demonstrated experience managing or leading projects in a complex environment.

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.