

# Selection Documentation

## Manager, Industry Partnerships

### Executive Level 1

**Salary: \$145,137 - \$169,572 (Plus Superannuation)**

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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 Australian 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 employs people in a wide range of roles, including technologists. These roles require dynamic team players who enjoy working with stakeholders, team members and individually on projects. ASIS is looking for people who will be able to meet tight deadlines and work to support ASIS priorities. Successful candidates will have excellent coordination and administration skills, excellent verbal and written communication skills; and, strong stakeholder engagement and influencing skills. Relevant tertiary qualifications and demonstrable experience will be highly regarded.

ASIS values workplace diversity and is committed to providing a supportive, inclusive and respectful work environment. We encourage applications from Aboriginal and Torres Strait Islander People, women, people with disabilities, people that identify as LGBTIQ+ and people from culturally and linguistically diverse backgrounds.

We offer a competitive salary package including 22 days annual leave, shutdown between Christmas and New Years Day, 15.4% employer superannuation contribution, and generous paid parental leave. Full and part time positions as well as flexible work hours can be negotiated.

All positions are office-based and located in Canberra. **This role requires the successful applicant to obtain and maintain a Security Clearance.**

#### **Role: Manager, Industry Partnerships (EL1)**

We are seeking committed and experienced professionals to join our Strategic Industry Partnerships (SIP) team. As a valued member of the SIP team, you will lead and support efforts to engage with industry to advance our digital transformation through effective stakeholder engagement, collaboration and industry relationships. You will be responsible for delivering high quality and effective business advice, vendor management and stakeholder engagement support to the organisation. Your contribution will go towards ensuring ASIS delivers a successful transformation program enabled by quality and sustainable relationships across ASIS, Australian and international government partners, and Australian industry.

Working closely with internal and external stakeholders, you will provide a breadth of timely advice across technology, business and management functions including stakeholder engagement; vendor, asset and contract management; project management; and general business and administrative advice and support. You will exercise a considerable degree of independence and engage in complex problem solving that influences strategic, political or operational outcomes for the agency.

## Key Responsibilities and Tasks

The following is an overview of key responsibilities and tasks:

- Provide strategic business and management advice in line with corporate objectives and make sound and innovative recommendations to the Senior Executive;
- Work collaboratively with technology and business areas to develop and manage strategies to engage appropriate industry partners;
- Anticipate client and stakeholder needs and communicate those requirements to diverse government and industry stakeholders;
- Develop and maintain effective relationships with stakeholders, including working with business representatives and technology experts to enable efficient engagement with industry;
- Represent business area and organisational interests in relevant committees and working groups;
- Provide expert advice and assistance to stakeholders on approaches to industry, procurement, vendor management and relevant policy;
- Prepare regular and ad-hoc reporting for stakeholders;
- Work collaboratively across a range of locations;
- Manage diverse stakeholders within ASIS, external and international agencies and industry; and
- Assist management teams with procurement activities and contract management.

## Core Skills / Education, qualification and experience requirements

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

- Relevant tertiary degree or comparable qualifications;
- Strong analytical skills with the ability to organise, analyse and disseminate information with strong attention to detail and accuracy;
- Demonstrated understanding of Federal Government administration including finance, sourcing, vendor management and/or procurement regulations/frameworks;
- Strong interpersonal skills and stakeholder management experience including building, maintaining, and utilising networks and relationships, and the ability to partner and work effectively with other teams to meet objectives; and
- Demonstrated effective written and verbal communications skills.

**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](http://www.apsc.gov.au).

### **Shapes Strategic Thinking**

- 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

### **Technical Capability**

- Demonstrated experience and education relevant to the role.

## **HOW TO APPLY**

Applicants will need to apply **ONLINE** via our website.

Applicants will be required to attach a resume and submit a maximum 800 word pitch outlining their relevant experience, skills and knowledge to perform the duties of the role.

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](http://www.apsc.gov.au).

**After application submission, you may receive an SMS requesting you to complete online testing. Please ensure you complete this as your application will not be progressed otherwise.**

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**APPLICATIONS CLOSE: Refer to date on website**

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## **ELIGIBILITY**

Candidates must be Australian citizens.

The successful candidate will be required to obtain and maintain a 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.

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## **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.