

# Selection Documentation

## Administrative Officer

### Level 4

**\$83,791 - \$87,406 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 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.

As an Administrative Officer within the Service, you will play a key role in the administration of a wide variety of functions. We are seeking administrative professionals who have some experience at delivering high levels of administrative and project support.

ASIS is seeking to place enthusiastic and capable Administrative Officers in a number of positions across the Service including Security, Records Management, Customer Engagement, Human Resources and Learning and Development.

If you are interested in working in a particular area, we encourage you to tailor your responses to indicate your relevant skills and experience with regards to that function. PLEASE NOTE: successful candidates may be offered a position in any of the teams across the service at Level 4.

#### **Security**

As an Administrative Officer within the Security Section, you will play a key role in the administration of a wide-variety of functions associated with personnel and administrative security, and have the ability to complete administrative tasks in a timely manner.

#### **Records Management**

As an Administrative Officer in the Records Management team you will be required to contribute to the delivery of effective records and information management, policies and procedures for ASIS. You will manage records and the archiving, sentencing and disposal of records along with contributing to the development and management of electronic information systems.

#### **Customer Engagement**

As an Administrative Officer in the Customer Engagement team you will be required to provide administrative and coordination support for ASIS's external engagement including administrative and logistical arrangements for seminars and high level forums; coordinate representation at external forms and prepare briefing material.

#### **Human Resources**

As an HR Administrative Officer within the Service, you will play a key role in the administration of a wide-variety of HR functions from payroll, people strategy, delivering solutions around employee engagement and retention, performance management and workforce planning to recruitment support, assisting to deliver significant recruitment outcomes for the organisation.

#### **Learning and Development**

As an Administrative Officer in the Learning and Development team you will support the efficient coordination, organisation and delivery of a range of learning and development activities. The role will liaise, support and build positive relationships with trainees, management and stakeholders.

ASIS administrative employees work as part of a team, have excellent interpersonal skills, sound judgement and the ability to learn and apply their experience to a number of administrative tasks which support the work of the Service. Some of the duties may include:

- Providing general administrative support and assistance;
- Providing secretariat support to interagency forums;
- Providing support and guidance on relevant policy and procedures;
- Maintaining business systems for intelligence production and dissemination;
- Developing and maintaining significant stakeholder relationships;
- Contributing to corporate planning and reporting processes;
- Coordinating or drafting submissions and briefings, including for Ministers and Cabinet;
- Mentoring and supervising junior level staff;
- Undertaking project management responsibilities; and
- Developing and implementing relevant policies and process documentation.

In addition to our current vacancies, successful applicants through this process will be placed in a merit pool which may be utilised to fill future vacancies over the next 12 months.

These positions are Canberra based, with conditions of service similar to those in the Australian Public Service, including superannuation. (The successful candidate will be required to obtain and maintain the highest level security clearance and Australian citizenship.)

#### **SELECTION CRITERIA**

Candidates are encouraged to consider the below selection criteria when preparing their responses in the online application, as each candidate will be assessed on their ability to demonstrate behaviours aligned to the competencies for the position.

##### **Supports strategic direction**

- Supports shared purpose and direction;
- Thinks strategically;
- Harnesses information and opportunities; and
- Shows judgement, 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.

##### **Support 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.

More information on the ILS can be found at [www.apsc.gov.au](http://www.apsc.gov.au)

#### **APPLICANT INSTRUCTIONS**

Candidates are not required to provide a written response to the capabilities (above), however, candidates are encouraged to consider the capabilities in preparing their responses to the below questions, as each candidate will be assessed on their ability to demonstrate behaviours aligned to the capabilities for the position. For more information and tips on applying for jobs in the Public Service, go to the [APSC website](http://www.apsc.gov.au).

**To APPLY, please submit an application ONLINE via the website.**

Candidates will be required to attach a resume and provide responses to the following questions: (maximum 500 words each)

1. Please indicate which area/s you are applying for?
2. What strengths and attributes can you bring to the role?
3. Describe a time when you've used your skills and experience to build internal relationships and deliver a high level of customer service.
4. Describe a time when you had competing priorities and had to plan and coordinate your work to get things done. What did you do? What impact did that have on the way you did things afterwards?

**APPLICATIONS CLOSE: Please refer to the website.**

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#### **What Happens Next?**

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.

You may be contacted via SMS regarding the next stage of the process.

A merit list will be established for candidates who are suitable and will remain valid for a period of 12 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.