

# Selection Documentation

## Data Manager

### Executive Level 1

**\$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 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+.

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.

#### **Role: Data Manager (EL1)**

We are seeking a skilled and motivated Data Manager to ensure our data is managed effectively, securely, and in compliance with legal and privacy obligations. You will maintain the reliability and trustworthiness of our data through data quality management processes including monitoring and validation.

Your expertise will be essential for exploring data, uncovering insights to inform decision-making. You will also promote data literacy and foster a data-driven culture by educating users on data concepts and tools.

Strong collaboration and communication skills are vital for working with diverse stakeholders and clearly conveying complex data concepts. You will contribute to planning and coordinating work, and build a strong team culture to enhance efficiency and effectiveness.

## Key Responsibilities and Tasks

The following is an overview of key responsibilities and tasks:

- Lead a team of Data specialists.
- Oversee the management and curation of data in accordance with existing compliance frameworks and specifications to enable its use in ASIS data tools and systems, supporting its activities.
- Provide expert support and advice to business partners on data management matters.
- Engage collaboratively with internal and external stakeholders, promoting effective communication and driving positive team results.
- Contribute to data governance initiatives, adhere to established policies and maintain data quality and integrity.
- Develop bespoke training courses and presentations on data management and use.
- Clearly and effectively communicate complex data concepts and issues to non-specialist users.
- Identify and implement the strategic goals of the agency as they apply to data management.

## Core Skills

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

- Interest in data and its application: Passionate about leveraging data to drive insights and inform business decisions.
- Critical thinking: Able to interpret complex data, identify trends, and solve problems through logical reasoning.
- Technical skills: Proficient in using tools and technologies to manage, analyse, and visualize data effectively.
- Attention to detail: Meticulous in ensuring data accuracy, consistency, and quality through careful review and organisation.
- Curiosity and inquisitiveness: Driven by a desire to explore data, ask insightful questions, and uncover hidden patterns and trends.
- Communication skills: Clearly and effectively conveys complex data findings to both technical and non-technical stakeholders, fostering collaboration and understanding.

## Education, qualification and experience requirements

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

- Experience in one or more of the following areas, library and information services, data quality, data stewardship or data management practice would be highly regarded but not essential.
- Experience or ability to apply data management principles within the scope of relevant legislative and/or governance frameworks.
- Experience in championing data literacy would be highly regarded but not essential.
- Technical skills that assist in data manipulation would be highly regarded but not essential.

**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 shared 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 cooperation 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.

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.