

Selection Documentation

Information and Records Management Officer

Level 4

\$97,148 - \$101,338 (plus superannuation)

Level 5

\$105,013 - \$113,141 (plus superannuation)

Level 6

\$116,245 - \$133,968 (plus superannuation)

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, access to flex time (up to Level 6 only) 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: Information and Records Management Officer (Level 4)

The Knowledge and Information Management section is responsible for the management of ASIS's information, including its records (digital and physical) and knowledge holdings.

Successful applicants will enjoy working in complex and challenging environments, have good organisational skills, effective communication, have a strong focus on providing high level of customer service, and sound judgement. You will also contribute to the delivery of effective records and information management, application of relevant policies, procedures and guidelines for ASIS.

Key Responsibilities and Tasks

The following is an overview of key responsibilities and tasks:

- Be part of a team contributing to the development, implementation and evaluation of Knowledge and Information Management.
- Undertake tasks of a moderate level of complexity, under the direction from senior staff.
- Accountable for organising their workflow and making decisions within defined parameters relating to Knowledge and Information Management.
- Provide support that is informed and directed by sound knowledge and may undertake some research and analysis, and courier and safehand activities.

Core Skills

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

- Demonstrated customer service experience.
- Demonstrated experience working independently and as part of a team.
- Understanding of records and information management in a practical sense, or ability to quickly acquire.
- Experience in using and/or managing electronic records and data.
- Experience using a records and information management system, or similar and ability to learn.

Education, qualification and experience requirements

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

- Experience in records and information management projects.
- Experience in digitalisation of physical paper files and other type of media.

Role: Information and Records Management Officer (Level 5)

The Knowledge and Information Management section is responsible for the management of ASIS's information, including its records (digital and physical) and knowledge holdings.

Successful applicants will enjoy working in complex and challenging environments have good organisational skills, effective communication, have a strong focus on providing high level of customer service, and sound judgement.

You will also contribute to the delivery of effective records and information management, application of relevant policies, procedures and guidelines for ASIS.

Key Responsibilities and Tasks

The following is an overview of key responsibilities and tasks:

- Work as part of a team contributing to the development, implementation and evaluation of Knowledge and Information Management.
- Responsible for undertaking moderately complex work under limited direction from senior staff.
- Exercise discretion and sound independent judgement in providing advice to stakeholders on Knowledge and Information Management, and Courier and Safehand services.
- Be accountable for organising own workflow and making independent decisions relating to Knowledge and Information Management.
- Provide advice based on policies and legislation.

Core Skills

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

- Demonstrated knowledge of the *Archives Act 1983* or ability to quickly acquire.
- Experience in applying records and information management knowledge in a practical sense, particularly to support and drive organisational change.
- Demonstrated experience with managing electronic records and data.
- Experience using a records and information management system or similar.
- Demonstrated customer service experience.

Education, qualification and experience requirements

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

- Experience in records and information management projects.
- Experience in delivering records and information management training or other forms of training.
- Experience in digitalisation of physical paper files and other type of media.
- Qualifications in a records or information management discipline and/or at least 3 years' experience in records and information management roles or equivalent experience in a similar role.

Role: Information and Records Management Officer (Level 6)

The Knowledge and Information Management section is responsible for the management of ASIS's information, including its records (digital and physical) and knowledge holdings.

Successful applicants will enjoy working in complex and challenging environments have good organisational skills, effective communication, have a strong focus on providing high level of customer service, and sound judgement.

You will also contribute to the delivery of effective records and information management, application of relevant policies, procedures and guidelines for ASIS.

The role requires a dynamic team player who enjoys working with stakeholders, team members and individually on projects. You will be able to meet tight deadlines and work to support ASIS priorities.

Key Responsibilities and Tasks

The Level 6 Officer will be part of a team contributing to the development, implementation and evaluation of Knowledge and Information Management, which includes:

- Responsible for undertaking work that is complex in nature.
- Exercise initiative and judgement in the interpretation of policy and in the application of practices and procedures relating to Knowledge and Information Management.
- Provide detailed technical, professional and/or policy advice in relation to complex problems and may assist in strategic planning, program and project management and policy development.
- This role may also have team leader and resource management responsibilities.

Core Skills

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

- Qualifications in a records or information management discipline and/or at least 3 years' experience in records and information management roles or equivalent experience in a similar role.
- Demonstrated knowledge of the *Archives Act 1983*
- Experience in applying records and information management knowledge in a practical sense, particularly to support and drive organisational change.
- Demonstrated experience with managing electronic records and data.
- Experience using records and information management systems.
- Demonstrated customer service experience.

Education, qualification and experience requirements

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

- Experience in records and information management projects.
- Experience in delivering records and information management training or other forms of training.
- Experience in digitalisation of physical paper files and other type of media.

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.

Supports Strategic Direction

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

Supports 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.

HOW TO APPLY

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

Candidates will be required to attach a resume and provide responses to the following questions:

1. Whilst your application may be considered for all advertised levels, please indicate your preferred level; and
2. Candidates are required to submit a maximum 800 word pitch demonstrating 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.

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.

APPLICATIONS CLOSE: Refer to date on website

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.

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.