



Candidate Information Pack

Procurement Officers
Level 4 to Level 6

Position details

Title	Procurement Officer
Classification	Level 4 – Level 6
Location	Canberra
Salary Range	\$97,148 - \$133,968
Contact	Recruitment Phone: (02) 6261 1849
Closing Date and Time	Please refer to the 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 and responsibilities

Procurement Officers

Level 4

As a L4 Procurement Officer you will be part of a team and undertake tasks of a moderate level of complexity, under the general direction from senior finance staff. You will work on tasks such as helping internal customers plan procurements, sourcing suppliers, developing market documents, managing market approaches, assisting with evaluations, liaising with legal staff to finalise contracts.

Key responsibilities and tasks:

- Work under general direction as part of a team to manage procurement and contract management activity.
- Develop procurement knowledge to provide advice to internal customers through experience and training.
- Have full responsibility for simple procurement activity and help support more complex procurements.
- Monitor and manage workflows within the procurement and contract management system.
- Maintain client/customer and internal/external stakeholder relationships and provide advice on procurement matters.
- Build subject matter expertise through exposure to team members, coaching, mentoring, on the job experience and relevant training.
- Contribute to procurement policy and knowledge management under the direction of the relevant team leader.

Level 5

As a L5 Procurement Officer you will be part of a team and undertake tasks of a moderate level of complexity, generally with little supervision required. You will work on tasks such as helping internal customers plan procurements, sourcing suppliers, developing market documents, managing market approaches, assisting with evaluations, liaising with legal staff to finalise contracts.

Key responsibilities and tasks:

- Work under limited direction as part of a team to manage procurement and contract management activity.
- Demonstrate procurement knowledge and provide advice to internal customers through experience and training.
- Have full responsibility for moderately complex procurement activity and manage significant aspects of more complex procurements.
- Monitor and manage workflows within the procurement and contract management system.
- Maintain client/customer and internal/external stakeholder relationships and provide advice on procurement matters.
- Build subject matter expertise and capability through exposure to team members, coaching, mentoring, on the job experience and relevant training.
- Contribute to procurement policy and knowledge management under the direction of the relevant team leader.

Level 6

As a L6 Procurement Officer you will be part of a team and undertake complex procurement tasks, generally with little supervision required. You will work on tasks such as helping internal customers plan procurements, sourcing suppliers, developing market documents, managing market approaches, assisting with evaluations, liaising with legal staff to finalise contracts.

Key responsibilities and tasks:

- Independently manage procurement and contract management activity with limited guidance from the supervisor.
- Demonstrate high-level procurement knowledge and provide advice to internal customers through experience and training.
- Have full responsibility for complex procurement activity and guide the internal customer area through the full procurement process.
- Monitor and manage workflows within the procurement and contract management system and proactively recommend improvements.
- Maintain client/customer and internal/external stakeholder relationships and provide advice on procurement matters.
- Impart subject matter expertise and capability to new team members, providing coaching, mentoring, on the job experience and relevant training.
- Contribute to procurement policy and knowledge management in collaboration with the relevant team leader.

Capabilities

Candidates are not required to provide a separate written response to the ILS capabilities (attachment), 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.

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:

- Responses to the following questions: (maximum 500 words each)
 1. Which level are you applying for? What value will you bring to the role?
 2. Describe a time when you had to establish and maintain working relationships to achieve a goal? What steps did you take to ensure the relationships were co-operative and productive?
 3. Describe a situation where you have successfully managed or contributed to a procurement on behalf of a client or stakeholder. How did you approach the task and what was the outcome?
- 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.