

# Selection Documentation

## 2024 Technologist Campaign

### Project Manager

#### Executive Level 1 (\$134,445 - \$157,080)

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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, 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: Project Manager (EL1)**

Looking to make a difference? Interested in delivering real results, on time, on budget and in scope? Enjoy solving the challenges that arise when planning and delivering complex projects? Experienced and effective communicator? ASIS is looking for experienced and passionate EL1 Project Managers to join its Program Management team.

You will work with a team to deliver complex Information and Communications Technology (ICT) projects. You will have the opportunity to work across a range of areas including technology infrastructure, operational technology and data related programs of work. You will exercise sound decision-making skills, using your professional judgement to balance workflows, identify and assess risk, and achieve milestones. You will build and maintain project documentation, including project management plans, project schedules, registers and budgets. You will work closely with internal business units and other parties to deliver solutions that not only meet project requirements but align to ASIS goals and priorities.

## Key Responsibilities and Tasks

- Preparation and maintenance of project documentation, including program and project management plans, schedules, resource plans and status reporting
- Ongoing management of project deliverables and engagement with a project team, consisting of internal and external suppliers and vendors
- Financial monitoring, including working with the finance manager to prepare and monitor budgets
- Stakeholder engagement, including working with business representatives and technology experts to create and deliver optimal solutions
- Management of competing priorities, including managing conflicting project and or program dependencies to deliver timely results
- Supporting and informing decision making by providing on time and accurate reporting to the relevant project, program and portfolio boards and committees
- Driving, supporting and enabling project teams to be able to deliver successful outcomes for ASIS

## Core Skills / Education, qualification and experience requirements

One or more of the following:

- Project Management qualifications and/or equivalent experience in planning, managing and delivering complex ICT projects within budgets and timeframes
- Effective communication, facilitation and presentation skills (both written and verbal), including the preparation of reports, briefings and other documentation for senior stakeholders
- Ability to draw upon individual and team expertise to prioritise and lead workflows to deliver results
- Understanding of project management methodologies (PMBOK, Prince2, AgilePM, Scrum, Kanban)
- Ability to establish, and promote internal and external stakeholder relationships

Experience in the following would be beneficial, but not essential:

- Change management qualifications and/or experience
- Experience in preparation of procurement documentation, including awareness of government procurement guidelines
- Experience working in large scale transformation programs (PMO type roles)

## **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.