

# Selection Documentation

## 2024 Technologist Campaign

### Project Manager

#### Level 6 (\$107,682 - \$124,099)

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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 Officer (L6)**

Are you an organised person who enjoys managing competing tasks and priorities? Would you like to develop your project management skills and broaden your experience within an exciting and dynamic organisation? ASIS is looking for self-motivated Level 6 officers to join its Project Management team.

You will be part of a team responsible for the management of 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 use your excellent organisational skills to manage multiple projects and take responsibility for the day-to-day operations of resourcing, scheduling, prioritisation and task coordination, and meeting project milestones, objectives and deliverables. Opportunities to gain or update formal project management qualifications will be available to the successful candidate.

## Key Responsibilities and Tasks

- Provision of project management co-ordination, support and documentation
- Preparation and maintenance of project documentation for reporting, monitoring and evaluation purposes
- Planning and conduct of stakeholder workshops and briefings
- Undertake procurement and contract management activities
- Preparation of reports and briefings where required
- Other duties as required

## Core Skills / Education, qualification and experience requirements

One or more of the following:

- Ability to manage competing tasks and priorities, underpinned by a positive and “can-do” attitude
- Proficiency in creating and maintaining project documentation, including project management plans, status reports and project schedules
- Excellent stakeholder engagement talents, including the facilitation of meetings and workshops
- Knowledge of compliance matters, including risk management and treatment
- Inquisitive outlook and willingness to learn new skills (there will be opportunities to learn on the job and gain practical experience)

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

- Demonstrable experience as a Project Manager or Project Support Officer in Information and Communications Technology (ICT), engineering and/or security
- Experience in supporting day-to-day project delivery functions such management of scope, time, cost, quality, human resources, risk, communications, procurement and integration

The following qualifications (or the ability to obtain them) will be highly regarded:

- Qualification in project management methodologies including but not limited to PMBOK, Prince2, AgilePM, Scrum, Kanban

## **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).

### **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.

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.