Selection Documentation
2024 Technologist Campaign
Scrum Master
Levels 4 – 6 ($89,990 - $124,099)

_____

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: Scrum Master (L4 – L6)

ASIS develops cutting edge software and electronics systems for use in diverse environments. The capability development team is looking to grow its next generation of leaders in our rewarding and supportive environment.

You will be self-motivated and work effectively in a team environment supporting capability development and delivery. You will work with technical teams to deliver impact through applying your knowledge of agile delivery practices to deliver cutting edge solutions in support of Australia's national interest.

You will facilitate the ongoing delivery process combining aspects of scrum mastery, stakeholder engagement and assurance processes. You will help tune business intelligence systems to provide insights and inform senior leadership decision making. You will act as a conduit for new

opportunities and ideas, and contribute to the strategic planning cycle to inform and drive capability roadmaps. You will help maintain and evolve common tools for engineering teams, including software asset management and procurement support.

This is a unique opportunity to contribute to meaningful projects that combine the best of technology and processes with exciting challenges. This role will provide you with exposure to a large number of technologies and tools, and is a great opportunity for growth. Opportunities for engagement with industry and partners across Australia and the world, and ongoing professional development will enable currency and continuous growth in the role.

Key Responsibilities and Tasks

System Delivery Management:
- Ensuring the scrum process is rigorously followed by the team. This includes conducting scrum ceremonies such as sprint planning, daily stand up, sprint reviews, and sprint retrospectives
- Ensuing there is clear communication between the team, the product owner, and other stakeholders
- Facilitate cohesive working between multi-disciplinary teams in a systems engineering approach
- Support engagement between internal and external teams including vendors and other agencies in Australia and abroad
- Facilitate requirements collection and new opportunities to inform planning

Improve ways of working:
- Generating business intelligence on our team's effort to: inform decision making, identify clear priorities and effective allocation of resources
- Identifying and removing impediments that prevent our team from delivering value
- Continuously improve our processes

Support enabling tools:
- Provide, maintain, administer and evolve common tools for engineering teams

Core Skills / Education, qualification and experience requirements

We encourage you to apply if you have an interest, experience or passion in one or more of the following:
- Planning and coordination
- Stakeholder engagement
- Agile methodologies and release management

Experience in the following would be beneficial, but not essential:
- Software development lifecycle
- Quality assurance processes
- Capability lifecycle planning
- Software asset management
- Contract management
- Procurement

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.

Applicants will 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.

You will be asked what level you are applying for.

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.