

Selection Documentation

Team Leader Pay and Conditions

Level 6 \$100,263 - \$115,550 plus superannuation

Assistant Team Leader Pay and Conditions

Level 5 \$90,576 - \$97,585 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 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.

Role

ASIS is looking to build additional capacity and capability across its corporate support function, with a particular focus on the continued strengthening of our human resources team.

The Organisation is seeking to place enthusiastic and capable administrative professionals in the pay and conditions section. We anticipate that vacancies may be filled over the coming 12 months from a merit pool arising from this recruitment round.

As a Team Leader or Assistant Team Leader – Pay and Conditions, you will play an integral role in delivering personnel services to the organisation. You will be required to perform more complex payroll processing tasks, and to jointly manage the workflow and priorities of the other members of the Pay and Conditions team. You will have direct involvement in the administration of domestic and overseas conditions of service and provide advice to staff on their entitlements.

The roles required individuals with strong interpersonal skills, well developed communication skills, sound judgement and an aptitude to perform in a collaborative and energetic environment. In addition to this you will be able to demonstrate your organisational ability and your ability to provide a high level of customer service/support. Previous background experience in payroll is essential.

These positions are Canberra based, with conditions of service similar to those in the Australian Public Service, including superannuation. (The successful candidate will be required to obtain and maintain the highest level security clearance and Australian citizenship.)

Key Responsibilities and Tasks

Outlined below are the key areas of responsibility:

- Manage the payment and reconciliation of complex allowances;
- Provide advice on domestic and overseas conditions of service;
- Liaise with internal and external stakeholders;
- Provide briefings to staff members on pay and conditions matters;
- Jointly manage the workflow and priorities of other team members; and
- Guide and mentor Level 3 and Level 4 team members.

Education, qualification and experience requirements

The following education, qualifications and/or experience applies to both advertised levels and will be highly regarded:

Essential

- Experience in payroll processing using PeopleSoft or similar Human Resource operating systems;
- Experience in developing personnel related solutions and implementing outcomes;
- Experience in HR discipline areas such as: remuneration and conditions of service; employee relations;
- Current knowledge of legislative frameworks;

Beneficial

- Demonstrated strong customer service skills;
 - Excellent verbal and written communication skills;
 - Qualifications in HR or Accounting;
 - Experience using Microsoft Office applications.
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SELECTION CRITERIA

Candidates are not required to provide a written response to the capabilities however, candidates are encouraged to consider the capabilities in preparing their responses to the below questions, as each candidate will be assessed on their ability to demonstrate behaviours aligned to the capabilities for the position. For more information and tips on applying for jobs in the Public Service, go to the [APSC website](#).

Supports strategic direction

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

Support 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.

More information on the ILS can be found at www.apsc.gov.au

APPLICANT INSTRUCTIONS

To APPLY, please submit an application ONLINE via the website.

Candidates will be required to attach a resume and provide responses to the following questions:
(maximum 500 words each)

1. Please indicate the level you applying for?
2. Why do you want to work as an ASIS Payroll Administration Officer? How does your previous work experience make you suitable for this role?
3. Describe a time when you had conflicting priorities. How did you manage the priorities to achieve good outcomes?
4. Describe a time when you contributed to a team to achieve an outcome. What do you take into consideration when working in a team environment?

For application closing date, please refer to the website

What Happens Next?

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.

You may be contacted via SMS regarding the next stage of the process.

A merit list will be established for candidates who are suitable and will remain valid for a period of 12 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.