

# Selection Documentation

## 2022 Technologist Campaign

### Project Manager

### Level 6

\$102,168 - \$117,746 plus superannuation

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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 in the fields of engineering (infrastructure, electronic, systems), data science and data engineering, cyber specialists, solution architecture, database administrators, IT support, network specialist, software development, project management / project support, procurement and business analysis. These roles require dynamic team players who enjoy working with stakeholders, team members and individually on projects. ASIS is looking for technologists 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 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.

All positions are based in Canberra.

#### **Role: Project Manager (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 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.

#### **Core Skills / Education, qualification and experience requirements**

- Ability to manage competing tasks and priorities, underpinned by a positive and "can-do" attitude;

- Proficiency in creating and maintaining project documentation, including reports and schedules;
- Excellent stakeholder engagement talents, including the facilitation of meetings and workshops;
- Knowledge of compliance matters, including risk management and treatment; and,
- Inquisitive outlook and willingness to learn new skills (there will be opportunities to learn on the job and gain practical experience).
- The following would be advantageous:
  - Demonstrable experience as a Project Manager or Project Support Officer in Information and Communications Technology (ICT), engineering and/or security; or,
  - 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 will be highly regarded:
  - Qualifications in any project management methodology.

## **Applicant Instructions:**

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

Candidates are required to provide a comprehensive resume detailing their work history and provide responses to the following questions:

You will be required to submit a maximum 800 word pitch outlining your skills and experience for the role.

**APPLICATIONS CLOSE: Please refer to the website for closing date.**

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## **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.