

Selection Documentation

Learning and Development Officer

Level 6

\$107,682 – 124,099 plus superannuation

ABOUT US

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.

ASIS is a diverse and inclusive workplace, where our people are empowered through authenticity and a sense of belonging to achieve their potential and contribute to a shared purpose and mission. We seek to reflect the community we serve, and welcome applications from Aboriginal and Torres Strait Islander peoples, women, people with a disability, neurodiverse, people from culturally and linguistically diverse backgrounds and those who identify as LGBTIQ+.

WHAT WE OFFER

- A competitive salary
- A career with a difference making a direct contribution to Australia's national security
- A unique working environment where the work is stimulating and our people matter
- Ongoing training and personal development opportunities
- Ongoing employment with opportunity for part-time or flexible work hours
- Generous leave provisions

This role is office based in Canberra.

ROLE

The Learning & Development officer is responsible for contributing to the ongoing development, planning, coordination, delivery, assessment and record keeping requirements for the ASIS Multi-Disciplinary Team (MDT) training. With a strong focus for continuous improvement, the officer will be required to build and maintain strong relationships with MDTs to ensure currency and relevance of MDT training.

The role requires a dynamic team player who enjoys working with stakeholders, team members and individually on projects. You will be able to meet tight deadlines and work to support ASIS priorities.

KEY RESPONSIBILITIES AND TASKS

The following is an overview of key responsibilities and tasks:

- Development, preparation, maintenance and presentation of quality learning and development work, some of which is complex in nature;
- Establish, enhance and promote effective internal and external stakeholder relationships by collaborating with operational and corporate branches and team to understand their training needs and develop and implement relevant solutions;

- Use expertise, good judgement and in-depth knowledge of the organisation, branch, role and functions to anticipate training issues and develop key improvements and resolve queries as they arise;
- Leverage individual and team subject matter expertise and in-depth technical knowledge to provide accurate and specialised advice and deliver on allocated tasks and projects.

CORE SKILLS

The following is an overview of skills required to succeed in the role:

- Excellent written and verbal communication skills, with an ability to produce clear, accurate, impactful training programs and deliver with confidence;
- Demonstrated ability to work in a high tempo environment managing a range of competing priorities in a changing environment;
- Demonstrated experience applying critical analysis and creative thinking to solve complex problems and achieve outcomes;
- Ability to collaborate across diverse teams to achieve One Mission outcomes.

EDUCATION, QUALIFICATION AND EXPERIENCE REQUIREMENTS

The following education, qualifications and/or experience will be highly regarded:

- Qualifications in teaching or Certificate IV in Training and Assessment;
- Experience in the delivery of training courses;
- Experience in planning, coordinating, and/or administrative support; and
- Experience in developing and maintaining successful client/customer relationships.

We are dedicated to building a diverse and inclusive workforce, so if you are excited about this role but your past experience doesn't align perfectly, we encourage you to apply.

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.

Candidates are required to submit a maximum 800 word pitch outlining their skills and experience for the role on offer along with a comprehensive resume detailing their work history.

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.

APPLICATIONS CLOSE: 20 MAY 2024

ELIGIBILITY

Candidates must be Australian citizens.

The successful candidate will be required to obtain and maintain the highest-level 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.