

Selection Documentation

Manager of Career Management

Executive Level 1

\$134,445 – 157,080 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.

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 Manager of Career Management will manage ASIS' career support team to provide the Service with a range of advice, strategies and activities that support officers with their careers. This will include activities nominated in the People Strategy; such as career coaching, leadership development, and targeted offerings to support teamwork and individual growth and learning.

As an EL1 officer you will work with stakeholders and team members, leading new projects and iteratively improving career focused initiatives across the Service. You will engage with a broad range of internal and external stakeholders, including industry experts, as well as people and learning and development branches, inclusive of corporate and operational divisions. You will identify and provide advice and opportunities to improve the career journey of ASIS officers. As a manager and leader, you will work with competing priorities, tight deadlines, collaborate with NIC partners, and deliver solutions that align with organisational priorities.

KEY RESPONSIBILITIES AND TASKS

The following is an overview of key responsibilities and tasks:

- Lead and manage a team to deliver on ASIS's objectives with respect to Career Management;

- Exercise judgement in working with colleagues to provide career support advice to ASIS staff, as required;
- Identify career/ training/coaching or development opportunities for ASIS staff;
- Coordinate and administer individual and group career coaching in line with the 2024 ASIS recruitment schedule;
- Manage contracts for external providers within budget and in accordance with requirements;
- Build and maintain effective relationships with team members, ASIS stakeholders and external counterparts, and consultants;
- Deliver outcomes and innovative solutions to embed our career support function within budget and set timeframes; and
- Track and report on activities of the team to deliver initiatives under ASIS's People Strategy, including advice on what the function is able to support and the impact of those activities.

CORE SKILLS

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

- The ability to lead and operate within a team to deliver results.
- Strong communication and liaison skills.
- Project Management skills.
- A people centric focus and drive to help others to meet their and the Service's full potential.
- A business/professional coaching or HR related background would be of benefit.

EDUCATION, QUALIFICATION AND EXPERIENCE REQUIREMENTS

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

- Tertiary qualifications and/or demonstrated equivalent experience in a relevant field.
- Excellent coordination and administration skills.
- Excellent verbal and written communication skills.
- Experience in managerial roles, industry expertise in career management/HR, or in the delivery or design of leadership/management training would be of benefit.

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.

CAPABILITIES

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.

Shapes Strategic Direction

- Inspires a sense of purpose and direction;
- Focuses strategically;
- Harnesses information and opportunities; and
- Shows judgment, intelligence and common sense

Achieves Results

- Builds organisational capability and responsiveness;
- Marshals professional expertise;
- Steers and implements change and deals with uncertainty; and
- Ensures closure and delivers on intended results.

Cultivates Productive Working Relationships

- Nurtures internal and external relationships;
- Facilitates co-operation and partnerships;
- Values individual differences and diversity; and
- Guides, mentors and develops people.

Exemplifies Personal Drive and Integrity

- Demonstrates public service professionalism and probity;
- Engages with risk and shows personal courage;
- Commits to action;
- Displays resilience; and
- Demonstrates self-awareness and a commitment to personal development.

Communicates with Influence

- Communicates clearly;
- Listens, understands and adapts to audience; and
- Negotiates persuasively.

Job Specific Requirements

Demonstrated experience and education relevant to the role.

HOW TO APPLY

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

Candidates are required to submit a comprehensive resume detailing their work history and provide responses to the following questions: (maximum 500 words each)

1. Provide an overview of how your expertise and experience aligns with the role description and key roles and responsibilities described above.
2. Describe a project that you have delivered that had strategic impact for your organisation. What were the complexities, what were the outcomes and what was the benefit for your organisation?
3. Discuss how you have leveraged your networks to impact on others' careers.

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.