

Selection Documentation

People Development Coordination

Level 5

\$97,277 – 104,805 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 People Development Coordination role provides administration and coordination support to enterprise training and development programs. This includes activities nominated in the People Strategy, such as supporting the team with developing and enhancing ASIS' corporate enterprise learning capability, investigating and implementing business process improvements and assisting with managing ASIS' current program offerings, external development programs and ASIS New Starter Induction.

As a Level 5 officer, with oversight from Manager People Development, you will provide administrative support and advice regarding corporate enterprise related matters. You will engage with a broad range of internal and external stakeholders, including industry, NIC and 5-EYES agencies, in supporting the team in the development and delivery of new learning opportunities.

The People Development Coordination role is an exciting opportunity for a motivated officer to join a dynamic team and would suit an officer with high level organisation, verbal and written communication, stakeholder and time management skills.

This role provides an opportunity to engage and build working relationships with various stakeholders across ASIS and DFAT and external partner agencies, as well as contributing to delivering outcomes in support of ASIS's people development capability.

KEY RESPONSIBILITIES AND TASKS

The following is an overview of key responsibilities and tasks:

- Work under limited supervision and collaboratively as part of a team to provide advice and administrative support in accordance with best practice and relevant policy and guidelines;
- Assist with the coordination and administration of ASIS' New Starter Induction program;
- Process applications and reimbursements, working with the team on system and process improvements and providing specialist advice to staff;
- Assist and provide support with existing internal and external programs;
- Build and maintain effective relationships with team members, ASIS stakeholders and external counterparts;
- Maintain PeopleSoft data and assist with relevant reporting;
- Other duties as required.

CORE SKILLS

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

- The ability to assist with the development and enhancement of training programs;
- Stakeholder engagement skills;
- Administrative support skills.

EDUCATION, QUALIFICATION AND EXPERIENCE REQUIREMENTS

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

- Excellent coordination and administration skills;
- Excellent verbal and written communication skills.

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

- 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.

APPLICANT INSTRUCTIONS

To APPLY, please submit an application ONLINE via the 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.