

Selection Documentation

FIRST ASSISTANT DIRECTOR-GENERAL

STRATEGY AND TRANSFORMATION

Senior Executive Service Band 2

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+.

Role

The First Assistant Director-General, Strategy and Performance Division will make a major contribution to the management and leadership of ASIS, the Australian Government's unique provider of human intelligence services. The successful applicant will provide strategic leadership to a critical Division of ASIS that is responsible for the delivery of outcomes across the Service, to enable operations and enterprise. The Division oversees transformation activities, collectively referred to as the ASIS Transformation Program, driving future modernisation and transformation of the Service. The Division is also responsible for ASIS's enterprise strategy and capability planning, corporate planning and performance, and business continuity planning.

The position requires an experienced, committed and highly-skilled individual to manage a full range of strategy, transformation and enterprise functions at Division Head level. This position reports directly to the Deputy Director-General Corporate, Capability and Transformation.

The First Assistant Director-General, Strategy and Performance Division will join the senior management team with a demonstrated capacity to work collaboratively, anticipate opportunities, encourage creativity and innovation, resolve complex issues, manage and implement major projects and provide outstanding strategic direction and leadership across the Division and the Service.

Communication skills of the highest order are an essential requirement, as is the ability to operate in accordance with – and actively promote - ASIS's values and ethical standards. The successful applicant will have a demonstrated ability to lead and manage large capital and transformation programs to drive change across the enterprise.

The position is 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

The following is an overview of key responsibilities and tasks:

- Provide leadership and strategic direction for the Division and organisation
 - Ensure effective and timely executive decision-making through the management of key organisational governance mechanisms
 - Commitment to and promotion of the ASIS Values
- Maintain key stakeholder relationships and represent the organisation at cross-agency, and international levels
 - Establish strategic relationships across the NIC and other government agencies to enable effective development of whole-of-government approaches to intelligence priorities
- Ensure the effective management of organisational risk through people and resources
 - Ensure strong, transparent and well-communicated governance and risk management systems operate to examine and mitigate organisational risks
- Ensure financial stability and the effective management of resources
 - Ensure ASIS's long-term financial sustainability via effective organisational wide financial analysis and planning; ongoing executive engagement about key financial matters; and pro-active external stakeholder engagement
- Contribute to ongoing capability development to support ASIS now and into the future
 - Anticipating and advancing long term Divisional goals in response to changing global and technological developments
 - Lead and manage a transformation program, including using innovative ways to change traditional processes
 - Participating actively in the ASIS Senior Leadership team
- Champion the ASIS Transformation Program
 - Manage and implement large capital and transformation programs
 - Maintain accountability for program outcomes

Education, qualification and experience requirements

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

- Significant industry/government experience in senior/executive leadership roles with a proven track record for achieving high-quality strategic outcomes;
- Formal qualifications in a relevant field preferably at post-graduate level;
- Deep understanding of the theory and demonstrated experience fostering transformative business change and delivering change management programs;
- Track record of leadership and success in delivering results through other senior leaders;
- Comprehensive experience in leading and managing complex work programs; and
- An understanding of national security issues is highly desirable.

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

- Maintains an appreciation of wider security issues and requirements; and
- Demonstrated skills and experience relevant to ASIS's current needs as outlined in the role description.

HOW TO APPLY

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

1. Candidates are required to provide a resume and a written two-page pitch outlining how they have demonstrated significant outcomes relevant to each of the criteria, as well as the capabilities and behaviours that underpin them.
2. All applications must be submitted **ONLINE** via our website.
3. If, after reading the selection documentation, you require further information, please contact Beaumont&Beaumont on (02) 6126 4500 (ref 5823).

APPLICATIONS CLOSE: Monday 5 August 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?

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.