



Learning and Development Officers

Location: Canberra ACT

Role Responsibilities

ASIO is seeking to fill a number of experienced Learning and Development Professionals at the AE6 (APS6) and AEE1 (EL1) level.

Your duties will include:

- Contribute to strategic training solutions to embed the qualities and practices required of ASIO's people to support a strong leadership culture;
- Contribute to the development of data and digital literacy, and the application of technology focused solutions to intelligence challenges;
- Contribute to the review, design and development of curriculum and program content to ensure alignment with best practice and workplace needs;
- Design effective and targeted learning initiatives and solutions – including creative learning programs using virtual tools and solutions – identifying opportunities for online content;
- Take responsibility for shaping, supporting and delivering outcomes aligned with ASIO's strategic leadership framework and governance; and
- Implement L&D functions which support the ASIO business strategy, ensuring the learning strategy is aligned with the Organisation's priorities and goals.

Key Attributes

The preferred candidates will possess the following attributes:

- Strong interpersonal and liaison skills and the ability to develop and maintain relationships with a wide range of stakeholders;
- Good judgement on matters of strategic importance to ASIO's leadership charter;
- An innovative mindset and the willingness to embrace data driven initiatives to inform new approaches to learning and development;
- A flexible and agile approach to learning and development in the digital age;
- The ability to evaluate existing channels of learning to ensure relevance;
- The ability to manage and prioritise competing workloads; and
- A high degree of self-motivation and a well-developed leadership ethic.
- Formal qualifications and/or experience in an L&D related field is highly desirable.

Benefits

ASIO provides a number of benefits to its staff including:

- A competitive salary, including a 7.5 per cent allowance for maintaining a Positive Vetting security clearance;
- Employer superannuation contributions of 15.4 per cent;
- A variety of leave options, including four weeks annual leave;
- Flexible working hours/arrangements to assist you to maintain your work-life balance. We adopt an "if not, why not" approach to working flexibly. (Please note: due to our unique working environment, work from home options may not be available);
- Seven staff-led diversity and inclusion networks;
- Study assistance, including financial support and study leave for tertiary education; and
- Access to an Employee Assistance Program (EAP).

Why ASIO

The Australian Security Intelligence Organisation (ASIO) provides advice to the Australian Government to protect Australia, its people and its interests in today's complex and changing world. To be successful in this mission, we need talented people who are highly capable, dedicated, adaptable and resilient. Our people are our most important assets, they are ordinary Australians who do extraordinary things – the only difference is, we don't tell you where we work or what we do.

Eligibility

To be eligible for the role, you must be:

- An Australian citizen; and
- Assessed as suitable to hold and maintain a Positive Vetting security clearance.

ASIO is committed to fostering a diverse and inclusive environment, where all staff are valued and respected. We welcome and value applications from all eligible candidates irrespective of gender, sexual orientation, ethnicity, religious affiliation, age or disability. Aboriginal and Torres Strait Islander people are encouraged to apply.

Please advise us if you require any additional assistance in order to fully participate in the recruitment process.

Closing date: 15 March 2021

APPLY ONLINE