# OUTSMART CRIME :
# TAKE YOUR CAREER A STEP FURTHER

**AFP**
AUSTRALIAN FEDERAL POLICE

# JOIN OUR TEAM

The Australian Federal Police (AFP) is a key player in the Australian security landscape, rising to complex challenges and staying a step ahead to protect Australians as new threats emerge.

We break new ground every day and a career as a member of the AFP requires a diversity of skills and knowledge, as well as an ability to combine innovation with policing to create intelligent action.

We:

• 	Pride our self on demonstrating leadership and agility in a dynamic operating environment;

• 	Are intelligence-led, ethically and values-driven, embracing diversity and inclusion;

• 	Value trust, respect, accountability, integrity;

• 	Are committed to excellence in service to the Australian community and in working with each other; and

• 	Have the brightest minds to play a critical role in protecting Australia and Australians by outsmarting serious, complex, international and organised crime.

To continue as one of the most adaptive, effective and advanced police forces in the world, the AFP is seeking suitably qualified candidates for **SES Band 1 roles within the Operational Science and Technology (OS&T) Command. Please note that applicants will be considered at both the SES Band 1 and SES Band 2 level depending on skills and experience for the Chief Technology Officer role.**

The Operational Science and Technology (OS&T) Command is a trusted frontline partner that enables policing through problem solving and science and technology expertise and excellence.

OS&T are seeking candidates with relevant qualifications and/or experience to fill the following roles:

• 	**Chief Technology Officer (SES Band 1 or SES Band 2)**
• 	**Manager Cyber Security and Risk**
• 	**Manager Technology Strategy and Data**

Leaders in the OS&T Command are responsible for aligning specialist technology services and capabilities to ensure operational outcomes are maximised. We work in partnership with the frontline and enabling colleagues to deliver a layered, integrated architecture of modern and secure policing technologies, platforms and methodology. In addition to skills and experience specific to the roles listed, candidates will need to demonstrate exceptional leadership, communication, relationship building, and change management skills.

As members of the AFP Senior Executive Service (SES) OS&T Managers lead branches and provide advice and support to the National Manager OS&T. This work includes:

• 	Shaping and executing the AFP Technology Strategy;
• 	Developing and maintaining trusted partnerships with senior internal and external stakeholders with a strong focus on maximising the impact of AFP operations;
• 	Ensuring excellence in technology service delivery, quality assurance, compliance, resource management and strong risk management practices;

- Leading and implementing change and aggressively championing continuous improvement and innovation;
- Guiding and mentoring emerging leaders, empowering our teams and their professional development, and uplifting digital skills and knowledge across the AFP;
- Improving the way we work through driving iterative delivery and adoption of agile working practices;
- Exercising delegations in accordance with legislation, with an emphasis on the safety and wellbeing of our staff.

In addition to the above, OS&T Managers are responsible for building and maintaining productive working relationships with external partners, including:

- Commonwealth agencies, particularly in the National Security space;
- State and Territory Police across Australia and International Law Enforcement
- Industry and academia.

## MINIMUM REQUIREMENTS

- Must be an Australian citizen
- Negative Vet 2 (Top Secret) security clearance (or the ability to obtain one)
- Relevant tertiary qualifications.

*The AFP has recently introduced a mandate requiring all AFP Appointees to provide satisfactory evidence they have received a COVID-19 vaccination, unless an exemption has been granted by the AFP.*

## OUR IDEAL CANDIDATE

As a leader within the AFP you will:

- Deliver on corporate strategic direction;
- Have astute judgement, a strong focus on results and the ability to solve complex issues and build organisational capability;
- Be committed to excellence and innovation and have a strong record of achievement in leading people and managing resources;
- Have excellent stakeholder relationship skills, including the ability to provide insightful, persuasive and trusted advice to a diverse range of senior stakeholders; including across government;
- Be forward thinking and self-motivated, driving operational and service excellence;
- Lead by example, embodying the inclusive culture to which we aspire;
- Demonstrate capability in line with the SES Band 1 Work Level Standards.

AFP appointees ensure that the achievement of outcomes is in accordance with the regulatory framework, the AFP Code of Conduct and the AFP Governance instruments.

## OUR OFFER

Generous remuneration and conditions of service will be negotiated with the successful applicant, under an AFP Senior Executive employment contract, including salary, airline lounge membership, fitness/health allowance, annual health assessments and employer superannuation benefits.

## MORE INFORMATION

The AFP is part of the Home Affairs portfolio and works closely with a range of other law enforcement and government agencies at state, territory, Commonwealth and international levels, outsmarting crime, enhancing safety and providing a secure regional and global environment. The Corporate Plan is a legislative requirement under the *Public Governance, Performance and Accountability Act 2013*. It sets out the AFP's purpose, priorities, environmental context, the activities it undertakes, how performance is measured and the management approach to risk.

The plan is a rolling four-year plan and is updated annually. It is aligned with the outcome statements, program and performance information presented in the AFP Portfolio Budget Statements. Performance against the plan and the PBS is reported in the Annual Report.

## Diversity

Diversity is a core element of modern policing. Not only does it ensure we reflect the community we serve, it also allows the AFP to build and maintain community trust, and strengthens our capacity to effectively respond to local, national and international challenges. Achievement of a diverse workforce, and an inclusive workforce culture, are not merely nice to have – they are imperative to our capability as an effective, future-ready police organisation.

Further reading

AFP Careers

Platypus: Policing and community news from the Australian Federal Police

AFP Media releases

## HOW TO APPLY

**To apply:**

Applications must be submitted online via the Executive Intelligence Group website: https://executiveintelligencegroup.com.au.

As part of your application, you will be asked to provide a two-page pitch outlining why you are attracted to the role and what you bring to the role. The two page pitch should include examples of your ability to demonstrate capability to contribute to the requirements of a senior technical leader in the Operational Science and Technology (OS&T) Command in line with the SES Band 1 Work Level Standards.

You will also be asked to provide a copy of your Curriculum Vitae (CV).

If you have any questions about the role or the process more generally, please contact Karina Duffey at admin@execintell.com.au quoting reference number 788 or call 02 6232 2200.

**Applications close: 11:59pm (AEDT) Sunday 28 November 2021**. Late applications will not be considered without the explicit approval of the Selection Committee chair.

**Executive Intelligence Group** has the capability to receive applications online via our website.

A major benefit of lodging an application through our system is that your details will now be saved in your personal, confidential account. This means that, should you apply for any future roles through us, you will not have to re-enter this information and this will hopefully make the application process easier for you. If at any time your personal details change you are able to update this via your account. It is important to us that you find our website easy to use. If you have any feedback on how we can make the website more user friendly to assist you in completing an application or downloading candidate information, please let us know.

At **Executive Intelligence Group,** we respect the confidentiality of the personal information you provide to us and understand that your privacy is critical.

To review our Privacy Policy please click here: https://executiveintelligencegroup.com.au/privacy-policy/.

Important things to note:

- When you apply for the first time, please create an account and make a note of your username and password;
- For subsequent applications, you will need to log in to your account and submit your application along with your CV and statement of claims/pitch. I.e. you will need to submit an application for **EVERY** vacancy you are interested in - submitting one application does **NOT** mean you will automatically be considered for other vacancies with Executive Intelligence Group.
- Please have your CV and statement of claims/pitch ready to upload in a single document. Make sure you take account of the requirements of the position and the selection criteria (if required) against which you will be assessed. In your CV, it is useful for you to provide a quick snapshot of the key responsibilities you have had in each role over the last 5 years;
- You will have an opportunity to review, edit and print your application before you submit. However, once it is submitted you will not be able to make any changes;
- In the event that you do not receive an automated email confirming your application has been submitted it is very important that you contact us as there may be an issue with your application lodgement;
- If you do not hear from us about the progress of your application within 3 weeks from the close date, please contact us for an update; and
- If at any time, you wish to withdraw from this process you will need to send an email to admin@execintell.com.au to let us know. You are unable to withdraw your application directly from the website.

**We can be contacted on 02 6232 2200 or** admin@execintell.com.au.

How to apply online:

1. Go to the Executive Intelligence Group website and navigate to the Vacancies page (http://www.executiveintelligencegroup.com.au/vacancies/);
2. Find the vacancy you are interested in applying for and click 'More Info'. This will enable you to download the candidate information pack. This will assist you on how approach your application;
3. When you are ready to apply, find the vacancy you are interested in applying for and click 'Apply';
4. Read the information about applying and press 'Start';
5. This is where you will create your account if you are applying for the first time. If you have used our system previously you can log in with your user name and password;
6. From here you will be guided through an online application form;

7. At the end of the form you will be prompted to upload your CV and selection criteria/pitch. You **MUST** have your name referenced within the document/s you upload. Please note you should have this already saved in a single document it is preferable to keep the file name of the document short and without symbols for example: ***Surname First Name Ref No Job***. Where possible please upload your documents in PDF format, we are also able to accept documents in Word format.

8. If you wish to change any of the sections before you submit you can click on the 'Summary' table on the right-hand side which will take you to the specific page;

9. Submit your application; and

10. You will receive an automatic email with a copy of your application.

# Chief Technology Officer

This role is responsible for:

- Driving the development, integration, and operation of efficient, fit for purpose and secure information technology systems in a global policing organisation working at multiple security classifications and locations;
- Hardware and software lifecycle management supported by strong vendor and contract governance;
- End user support extending across the AFP's National and International commands, including, for example, desktop support, SOE and operational communications;
- Service Design and Management including critical incident response and remediation;
- Engaging in major decisions and procurement of technology centred around modernisation, optimisation and consolidation and of major IT systems;
- Mitigating strategic technology risks through delivering programs and complex projects;
- Partnering with Commander of Operational and Policing Systems to support all frontline and operational applications;
- Partnering with Manager Cyber Security and Risk to safeguard the AFP's systems and information and address associated compliance and remediation;
- Partnering with Manager Technology Strategy and Data to manage information and data and support highly scalable platforms and analytics;
- Effective and accountable governance including through leading and participating in and service, architectural and business management forums.

To be successful for this role you must have:

- Minimum of 10 years of experience in an information technology infrastructure and operations roles including senior leadership experience;
- Extensive experience in implementation of as-a-service business models; cloud migration strategies; virtual desktop and environment lifecycle; end-to-end service delivery; ITIL practices with a focus of standing up a service catalogue; network, storage and compute capacity management;
- Excellent written and verbal communication skills, interpersonal and collaborative skills, and the ability to communicate specialised technological concepts to technical and nontechnical audiences at various hierarchical levels;
- Proven track record and experience in delivering information technology services and capabilities,  preferably in an operational setting, as well as successfully designing and executing capability uplift programs;
- Poise and ability to act calmly and competently in high-pressure, high-stress situations;
- High level of personal integrity, as well as the ability to professionally handle confidential matters and show an appropriate level of judgment and maturity;
- High degree of initiative, dependability and ability to work with little supervision while being resilient to change.

# Manager Cyber Security and Risk

This role is responsible for:

- Shaping and executing the Cyber Security Strategy including the delivery of cyber security operations and an associated capability uplift and organisational change program;
- Overseeing an information security governance structure through the development and implementation of security policies relevant in an operational policing agency and aligned to organisational priorities;
- Monitoring threats and incidents and providing clear advice and direction to the Chief Security Officer (CSO) and Executive Leadership Committee (ELC) regarding the organisational Cyber Security Alert Level (CYBERSAL) and the mobilisation of associated controls;
- Working collaboratively across AFP commands and through governance committees, to ensure the consistent application of policies and standards across all technology projects, systems and services;
- Leading and facilitating information security risk assessments and effective risk management processes that effectively balance risk mitigation with operational requirements;
- Championing a Cyber-aware Security culture across the organisation including (where necessary) security awareness training and command performance metrics;
- Providing regular reporting on the status of the cyber security environment and program to the Security Committee, Audit & Risk Committee and other Executive Governance forums;
- Ensuring adherence to mandatory external reporting and compliance regimes including through engagement with Government and industry forums and stakeholders.

To be successful for this role you must have:

- Senior leadership experience in risk management, cyber security and technology;
- Excellent written and verbal communication skills, interpersonal and collaborative skills, and the ability to communicate information security and risk-related concepts to technical and non-technical audiences at various hierarchical levels;
- Sound knowledge of business management and qualifications or advanced contemporary knowledge of information security risk management and cybersecurity technologies;
- Proven track record and experience in developing information security policies and procedures, as well as successfully designing and executing capability uplift programs;
- Poise and ability to act calmly and competently in high-pressure, high-stress situations;
- Knowledge and understanding of relevant legal and regulatory requirements, such as the Australian Governments Protective Security Policy Framework (PSPF) and the Australian Signals Directorate's Essential Eight Maturity Model;
- High level of personal integrity, as well as the ability to professionally handle confidential matters and show an appropriate level of judgment and maturity;
- High degree of initiative, dependability and ability to work with little supervision while being resilient to change.

# Manager Technology Strategy and Data

This role is responsible for:

- Shaping the AFP Technology Strategy through enterprise architecture that delivers and maintains high level technology roadmaps;
- Work collaboratively across AFP commands to identify strategic capability gaps and opportunities, design and prioritise solutions and lead and oversight the program portfolio uplifting capability across the organisation;
- Creating operational value through data exploitation by taking organisational authority, responsibility and accountability for maximising the value of information assets and advanced analytics capabilities;
- Overseeing the development and deployment of the AFP's corporate data science and analytics platforms and developing methods and governance to ensure consistent application and use of data, analytics and automated decision making;
- Fostering improved data literacy across the organisation including professionalisation of the operational workforce through related competencies and a stronger data-driven culture;
- Identifying new data sources of to enable improved intelligence outcomes across the AFP's crime priorities, defining processes for lawful and effective integration of new data;
- As the Chief Information Governance Officer (CIGO), establishing data and analytics governance, leading regulatory and compliance programs related to digital records management, and providing executive sponsorship and oversight of governance policy creation and compliance.

To be successful for this role you must have:

- Advanced strategic thinking and problem solving abilities with a proven capacity to develop and implement strategies and plans and positively impact the operating environment;
- Senior leadership experience in operational technology, data analytics, strategic capability development and organisational change;
- Extensive experience in implementation of advanced analytics platforms and systems with a proven track record of enabling improved organisational outcomes, preferably in and operational agency:
- Excellent written and verbal communication skills, interpersonal and collaborative skills, including the ability to communicate specialised technological concepts to technical and non-technical audiences at various hierarchical levels;
- Poise and ability to act calmly and competently in high-pressure, high-stress situations;
- Knowledge and understanding of relevant legal and regulatory requirements, such as the Privacy Act (1988) and the Archives Act of Australia;
- High level of personal integrity, as well as the ability to professionally handle confidential matters and show an appropriate level of judgment and maturity;
- High degree of initiative, dependability and ability to work with little supervision while being resilient to change.

# How to develop a two page pitch when applying for positions

**What is a 'pitch'?**

A **pitch** is a summary of your claims for the position that you are applying for. It should be relevant to the advertised role and the stated role requirements, with a focus on being concise, consistent and clear for the SAC Panel. It should succinctly articulate why you are a suitable candidate and what you can bring to the role.

**How can you develop your pitch?**

Before you begin to plan and develop your response you need to ensure that you review the position requirements, responsibilities and other relevant information outlined in the candidate information package. The SES Band 1 Work Level Standards can provide further information about role expectations at this level. If you require more specific details about the role, ensure you make contact with the contact person for the position.

**What to include in your pitch?**

Your Curriculum Vitae (CV) provides us with your career history and evidence of particular expertise or experience. Your pitch should outline your attributes as they relate to the work level standards. It is an opportunity for you to demonstrate your leadership qualities and your potential to perform the role. Focus not only on what you have done but also provide insight into how you did what you did and why you did it that way.

In demonstrating your attributes against the work level standards use examples to convey:

- What challenges you were facing?
- How you addressed this challenge?
- What was the outcome?

Close with a strong statement about why you should be chosen to undertake this role.

**Some do's and don'ts when developing your pitch**

**DO**
- Know the key messages that you want to share to ensure that you stay on point and highlight your claims against the role requirements.
- You might prefer to use one or two work examples that showcase your experience across a number of skill/leadership areas rather than several separate examples. Just remember all examples must be relevant and easy for the reader to link back to your CV.
- Remember document design principles such as a readable font size and use of white space. Use real examples – don't only 'tell' of your skills and experience through general statements.
- CHECK your response for relevance, typos and flow before submitting.

**DON'T**
- Use dot points.
- Don't waste space in your response telling about projects/experience that can be easily seen in your CV. For example: "I am currently an Executive Assistant in …."

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- Don't be tempted to use small font or narrow margins to maximise word usage in your response. This will make it very difficult for the selection panel to read. The skill in developing a pitch is to develop a short but relevant document. This requires practice.
- Don't submit a pitch longer than two pages. This may make your application 'stand out' in a non-favourable way as you have not attempted to craft a succinct but highly relevant response.

**How your CV and pitch work together?**
- Your CV creates a vital first impression and should work in tandem with your two page pitch. Ensure your CV is crafted to best reflect previous experience relevant for the vacancy and that it conveys a sense of meaning and commitment for the work of the role that you are applying for.
- Standard CV's include your personal and contact details, relevant education/qualifications/technical skills, work experience including responsibilities and achievements and details of referees.
- You may wish to encourage the reader to refer to your CV in your pitch to provide more detailed information about the nature of work undertaken and the organisation.

**Practice**
Remember to consider feedback from previous recruitment processes in developing and refining your future pitches. Strive to always improve, better highlight and present your claims in a logical order that relates to the position vacancy.