

**OUTSMART  
CRIME:**

**TAKE YOUR  
CAREER  
A STEP  
FURTHER**

CANDIDATE INFORMATION PACK



**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 the role of **Manager Strategy and Policy Coordination at the SES Band 1 level**.

We are looking for qualified and experienced people who are willing to constantly adapt and learn to overcome the complexities of the current criminal environment.

*Our ideal candidate is driven by an intelligent, problem-solving approach to tackling serious crime.*

## THE ROLE – MANAGER STRATEGY AND POLICY COORDINATION

The AFP is seeking to fill the position of Manager Strategy and Policy Coordination.

As a Manager you will be responsible for driving capability at the strategic level and developing collaborative external relationships to enhance the AFP's outcomes and reputation.

Successful applicants will possess outstanding leadership, communication, networking and negotiation skills, and an ability to prioritise and anticipate tasks to meet tight timeframes while delivering high level outputs.

The Manager Strategy and Policy Coordination is responsible for:

- Strategy - strategic policy advice, including for the National Security Committee of Cabinet, and developing and advising on strategy for the AFP;
- Planning – coordination and advice on business planning across the AFP External;
- Budgets - external budget planning and coordination, including overseeing the AFP's Funding Model Review implementation;
- Coordination – coordination of briefing material, papers, and meetings with internal and external stakeholders.

The Manager Strategy and Policy Coordination is one of four Managers within Strategy and Performance Office, reporting to the National Manager Strategy and Performance.

The Strategy and Performance Office is focused on ideas, influence and insights, and maximises AFP operational impact by translating the agency's strategic intent into whole-of-AFP activity. Strategy & Performance Office plays a critical role in managing enterprise priorities, nurturing strategic thinking into reforms and resourcing, facilitating strong enterprise decision-making, and continuously improving outcomes for AFP.

The Strategy and Performance Office is responsible for:

- Setting strategic priorities and direction for the AFP, cognisant of current, emerging and future issues affecting the AFP and delivering the Commissioner's strategic intent.
- Managing key internal strategic boards and senior executive forums, including overseeing governance and providing comprehensive secretariat services.
- Influencing whole of government policy initiatives impacting the AFP and broader law enforcement community, as well as coordinating whole of agency engagement with government, parliament and external public service stakeholders.
- Managing the AFP Commissioner's engagement in key strategic external forums dealing with policing and criminal justice matters.
- Ensuring whole of enterprise governance and accountability requirements are met.
- Identifying and driving performance improvement including by measuring organisational performance (qualitative and quantitative) and providing strategic advice to the AFP Executive.

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

## ROLE LOCATION

This role is located in Canberra. However remote work may be approved for the right candidate.

The merit pool created from this process will be used to fill current and future vacancies.

Successful applicants may be required to relocate as a condition of the offer of engagement.

## MINIMUM REQUIREMENTS

To apply for this position, you must:

- be an Australian Citizen;
- have the ability to obtain and maintain a minimum of a Negative Vet 2 (top Secret) Australian Government security clearance;
- relevant qualification or extensive experience and knowledge in strategy and policy; and
- demonstrated ability to lead a high performing team.

***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:

- set strategic corporate 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](#).

## 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 Attorney-General's portfolio and works closely with a range of 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

[Platypus](#): Policing and community news from the Australian Federal Police

[AFP Media releases](#)

# HOW TO APPLY

## To apply:

Provide a two-page pitch (max 1000 words) 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 at the Manager level in line with the [SES Band 1 Work Level Standards](#).

Provide a copy of your Curriculum Vitae (CV).

**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](mailto: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](mailto:admin@execintell.com.au).

## How to apply online:

- Go to the Executive Intelligence Group website and navigate to the Vacancies page (<http://www.executiveintelligencegroup.com.au/vacancies/>);
- 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;
- When you are ready to apply, find the vacancy you are interested in applying for and click 'Apply';
- Read the information about applying and press 'Start';
- 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;
- From here you will be guided through an online application form;
- 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.
- 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;
- Submit your application; and
- You will receive an automatic email with a copy of your application.

**Position contact:** If, after reading the selection documentation, you require further information please contact **Tricia Searson** or **Karina Duffey** on **(02) 6232 2200**.

**Applications close:** **11:59pm (AEDT) Sunday 21 August 2022**. Late applications will not be considered without the explicit approval of the Selection Committee chair.