

# OUTSMART CRIME: TAKE THE NEXT STEP NOW

CANDIDATE INFORMATION PACK



**AFP**

AUSTRALIAN FEDERAL POLICE

## AFP OVERVIEW

The mission of the AFP is to provide dynamic and effective law enforcement to the people of Australia. It provides policing throughout Australia in relation to the prevention and detection of crimes against the Commonwealth, its laws and integrity, and community police services to the Community of the ACT.

Applications are invited from suitably qualified people who are interested in an appointment to the AFP. Applicants should demonstrate a commitment to the core values of the AFP, and their application must address selection criteria and the relevant work level standards.

The AFP offers a generous remuneration and conditions package, full details can be found [here](#).

As an inclusive organisation, the AFP provides opportunity for all Australians to fairly gain employment in the AFP. We appreciate that everyone is unique and acknowledge that diversity in thought leads to greater transparency and improved consideration in our decision making. To support our employees we also provide flexible work arrangements.

## THE ROLES

### **EXECUTIVE ASSISTANT TO MANAGER/COMMANDER (AFP Band 3)**

### **EXECUTIVE ASSISTANT TO NATIONAL MANAGER/ASSISTANT COMMISSIONER (AFP Band 4)**

The AFP is looking for experienced, enthusiastic and highly organised Executive Assistants to meet current and anticipated ongoing vacancies across all portfolios of the AFP.

Executive Assistants assist AFP business through the provision of executive and other support functions to the Senior Executive.

These roles predominantly provide proactive support to the AFP Senior Executive by managing the office environment and organising and prioritising workflow.

These positions are located in Canberra, ACT, to perform the role you must be willing to relocate to Canberra, ACT.

If found suitable for an Executive Assistant position within the AFP, there is an expectation that successful applicants will remain in the role for at least 12 months.

NOTE: The positions advertised are suitable for applicants with experience as Executive Assistants only. AFP will be advertising, mid 2021, for general administration roles and applicants with suitable experience are invited to apply.

# THE APPLICATION PROCESS

This recruitment process will have various assessment methodologies that are required to be completed in addition to meeting the AFP character standards and an interview.

NOTE: It is recommended you complete your application based on the level of the role you are interested in, however the panel will make the final determination as to which band level you are suitable for.

## 1. Two page pitch

The two page pitch will assess you against the role scope and selection criteria.

Ensure your pitch is written with examples of ability to demonstrate capability at the AFP work level standards relevant to the band level of the role/s you are applying for.

The panel is only able to consider the evidence they receive from applicants, therefore ensure your pitch clearly demonstrates your ability and suitability to the role.

## 2. Curriculum Vitae (CV) / Resume

The curriculum vitae will assess you against the selection criteria and give the panel a clear outline of your current knowledge and qualifications along with previous experiences.

It is important not rely or assume that having performed in a similar role is sufficient to demonstrate your ability, or result in a successful application.

## 3. Assessments

Applicants who meet the AFP character standards, will be invited to complete the following assessments as part of the shortlisting process:

### 3.1 Timed attention to detail assessment

Applicants will be required to undertake a timed attention to detail test. This will include proof reading, editing documentation and a typing test.

### 3.2 Timed scenario questions

Applicants will also be required to answer three scenario based questions, via a timed virtual platform.

## 4. Formal Interview

Applicants who have demonstrated their suitability for these position through their written application and assessments, will be invited to a formal interview.

Using the selection criteria as a guide, you may be asked a range of questions to demonstrate your skills and abilities. These could include behavioural based scenario questions.

You can prepare for the interview by:

- reviewing your responses to the selection criteria, picking a few additional examples to use in the interview
- participating in a mock interview using the selection criteria to think of possible questions.

# OUR OFFER

## Remuneration and Benefits

- Commencing salary range, as noted below and terms and conditions as outlined in the [AFP Enterprise Agreement 2017 - 2020](#) will be provided, including superannuation contribution of 15.4%.  
**AFP Band 3**    \$64,598 - \$75,420 (AFP Band 3 minimum to maximum)  
**AFP Band 4**    \$75,420 - \$88,661 (AFP Band 4 minimum to maximum)
- Generous conditions of six weeks annual leave plus additional rest days, personal leave, paid maternity and adoption leave and access to compassionate leave. Refer to the [AFP Enterprise Agreement 2017 - 2020](#)

## HOW TO APPLY

Applications for this position must be submitted through the AFP recruitment system MyCareer, the link for this vacancy can be accessed via the [AFP Vacancies page](#).

Please ensure that you upload all required documents to your application.

*Internal applicants* - if you are going to be away during the advertising period and do not have access to AFPNet you will need to contact [MyCareer@afp.gov.au](mailto:MyCareer@afp.gov.au) to arrange to be granted external access.

**Applications open on Thursday 18 February 2021 and close on Wednesday 3 March 2021 11:59pm.**

## FEEDBACK

Due to the anticipated large number of applicants for this process, unsuccessful applicants will not be provided feedback.

Successful applicants will be provided feedback if requested by the applicant.

## FURTHER ENQUIRIES

After reading the selection documentation, if you require further information please contact:

**Sarah Jennings**

**Phone: 02 6229 1555 or 02 6229 1540**

**Email: [afprecruitment@hudson.com](mailto:afprecruitment@hudson.com)**

## FREQUENTLY ASKED QUESTIONS

Where are the roles located?

All roles are located in Canberra, ACT

Will you provide assistance with my relocation?

Relocation costs will fall solely to the successful applicant.

Am I able to choose the band level and/or business area I work in?

You are welcome to select the Band level that you wish to apply for, however the panel will have the final determination as to suitability.

I don't have a current security clearance, will that effect my application?

Not at all, you are still encouraged to apply if you do not have a security clearance. The AFP will provide documentation for you to obtain a security clearance.

I'm interested in a role with a larger focus on administration, should I still apply?

The positions advertised are suitable for applicants with experience as Executive Assistants only. AFP will be advertising, mid 2021, for general administration roles and applicants with suitable experience are invited to apply.



## Role Scope

### Executive Assistants, AFP Band 3 and 4

#### Role Summary

The AFP is looking for experienced, enthusiastic and highly organised Executive Assistants to meet current and anticipated ongoing vacancies across all portfolios of the AFP.

The **Band 3 Executive Assistant** (EA) role provides support to AFP Managers and Commanders (SES Band 1). These positions are considered as one of the key entry level points into the AFP for professional staff.

The **Band 4 Executive Assistant** (EA) role provides support to AFP National Managers and Assistant Commissioners (SES Band 2). It is a requirement that Band 4 EAs have experience in an EA role working for senior executives of an organisation.

It is recommended you write your application to the band level in which you wish to apply for, however, the panel will have the final determination as to suitability.

#### Role Description & Responsibilities

To succeed in this role you will have great people skills, the ability to anticipate the needs of senior executives and demonstrate flexibility, resilience and initiative.

The ideal applicant:

- Is a self-starter and able to use initiative to get the work done.
- Is able to demonstrate and promote the AFP's core values.
- Enjoys helping people and can quickly develop effective relationships with members of the AFP executive and their support staff.
- Has well-developed organisational skills including the ability to manage competing priorities and delivering a very high standard of work.
- Can use a common sense approach when dealing with problems, has good judgement, integrity and discretion when dealing with confidential and sensitive business matters.
- Is proficient in the use of Microsoft Office applications including Word, Excel, Outlook and PowerPoint.
- Has EA experience supporting Executives.
- Maintains a professional approach and high level of confidentiality.
- Can prioritise tasks, is flexible and maintains a calm approach while working under pressure.

#### Essential Requirements

- A Negative Vetting 1 (Secret) security clearance or the ability to obtain one
- Strong knowledge in Microsoft Office applications including Word, Excel, Outlook and PowerPoint.

#### Selection Criteria

- Organising your work, making sound decisions and achieving outcomes
- Communicating and working effectively with other people
- Applying technical knowledge, expertise and skills