

Selection Documentation

SECURITY OFFICER

Level 2

Salary Range (\$96,699 to \$106,296) + Superannuation

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.

Role

ASIS has opportunities for people to join our Canberra-based security team. Our Security Officers work on a 24/7 roster and duties include maintaining a safe and secure environment by monitoring personnel access, security equipment and alarms within ASIS. They will also be responsible for conducting security patrols, detection and response to security vulnerabilities, and providing a 'front of house' point of contact for ASIS staff and visitors.

As a Security Officer you will be a reassuring presence, conducting searches where necessary, monitoring security systems and responding to alarms and incidents as they arise. You will deal with emergencies, acting as incident control officer until relieved, and contribute to health and safety in the workplace, delivering first aid if required.

To be successful in these roles, you will need sound judgement, a reasonable level of fitness, excellent people and customer service skills including the ability to communicate with others clearly and concisely. You will stay calm under pressure and have a proven track record in time management, organisation and basic IT skills.

Most importantly we will need people with a strong team ethic and an enthusiasm for self-development as you will be continually learning and sharing your experience with others.

Previous experience is highly regarded although not essential as training is provided. This training coupled with on the job coaching will familiarise you with our systems and procedures.

Key Responsibilities and Tasks

Outlined below are the key areas of responsibility for the Security Officer:

- Contribute to the delivery of a safe and secure operating environment;
- Comply with and implement relevant policies, procedures and service standards;
- Develop and maintain significant customer and stakeholder relationships;
- Carry out duties as a member of a cohesive supportive team of Security Professionals; and
- Monitor and maintain a safe and secure operating environment for ASIS which may include:
 - Access control;

- Monitoring and responding to security alarms;
- Processing visitors and issuing passes;
- Detecting, responding to and reporting security vulnerabilities and incidents;
- Updating security databases; and
- Providing a 24 hour point of contact for communications including general staff enquires.

Education, qualification and experience requirements

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

- Previous experience in monitoring specialist computer/security systems;
- Demonstrated experience in irregular work patterns (ie. shift work);
- General understanding of security functions and processes;
- Current Driver's Licence;
- First Aid qualifications or the ability to undertake training; and
- Experience in customer service related roles.

Selection Criteria

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.

Supports Strategic Direction

- Supports shared purpose and direction;
- Thinks strategically;
- Harnesses information and opportunities; and
- Shows judgment, intelligence and common sense.

Achieves Results

- Identifies and uses resources wisely;
- Applies and builds professional expertise;
- Responds positively to change; and
- Takes responsibility for managing work projects to achieve results.

Supports Productive Working Relationships

- Nurtures internal and external relationships;
- Listens to, understands and recognises the needs of others;
- Values individual differences and diversity; and
- Shares learning and supports other.

Displays Personal Drive and Integrity

- Demonstrates public service professionalism and probity;
- Engages with risk and shows personal courage;
- Commits to action;
- Promotes and adopts a positive and balanced approach to work; and
- Demonstrates self-awareness and a commitment to personal development.

Communicates with Influence

- Communicates clearly;
- Listens, understands and adapts to audience; and
- Negotiates confidently.

Job Specific Requirements

- Demonstrated experience and education relevant to the role.

Applicant Instructions:

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

To apply, complete the online application form. You will be required to provide answers to the questions below and also provide a current resume which includes previous employment, educational qualifications.

1. Why do you want to work as an ASIS Security Officer? How does your previous work experience make you suitable for this role?
2. Describe a time when you dealt with a difficult situation. What was the problem and how did you deal with it?
3. Describe a time when you have used your skills and experience to build relationships with clients or stakeholders and delivered a high level of customer service.

APPLICATIONS CLOSE: Please refer to website for closing date.

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.

You may be contacted via SMS regarding the next stage of the process.

A merit list will be established for candidates who are suitable and will remain valid for a period of 12 months.

We thank you for the time and effort you have put into your application; however we are unfortunately unable to provide feedback to unsuccessful candidates.