

# SELECTION DOCUMENTATION

## DIRECTOR OF OPERATIONS

### Executive Level 2

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ASIS is Australia's foreign intelligence collection agency. We collect and distribute secret foreign intelligence, information which would be otherwise unavailable to Australia, to protect Australia and its interests.

ASIS works closely with other members of the National Intelligence Community to deliver Whole-of-Government outcomes. This active engagement and communication ensures a coordinated approach to intelligence activities and appropriate use of government resources. We operate as part of a wider group of intelligence allies, having close links to allied services and a range of ties with the intelligence services of other countries.

ASIS values workplace diversity and is committed to providing a supportive, inclusive and respectful work environment. We encourage applications from Aboriginal and Torres Strait Islander People, women, people with disabilities, people that identify as LGBTIQ+ and people from culturally and linguistically diverse backgrounds.

## ROLE

Directors of Operations lead and manage sections comprised of multi-disciplinary teams. These teams can include roles such as operational analysts, HUMINT collectors, and linguists; with support drawn from technical collection specialists, data scientists, and other specialist functions as needed.

Directors provide critical leadership of these teams, and work in partnership with officers based overseas to enable operations that meet ASIS's objectives.

Directors consult widely with internal and external colleagues and make sound judgments about operational issues, risks and priorities to enable high quality delivery of outcomes important to the Australian government. They inform Senior Executive decision making in relation to operational issues impacting the Service.

Directors are a key point of coordination for engagement with the National Intelligence Community and other Australian Government agencies on priorities, requirements and operations. Directors may also engage Canberra-based foreign intelligence liaison.

Directors harness the expertise of various specialisations which contribute to ASIS operational outcomes. As part of this, Directors contribute to the development of capabilities which enhance operational outcomes, and take an active role in coaching and mentoring of junior staff members.

This is a Canberra based position with requirement for short term overseas travel to engage with overseas posted officers or international partners.

## KEY RESPONSIBILITIES AND TASKS

- Collaborate with relevant SES, both overseas and Australia based, to develop and maintain a clear strategic direction for their teams, and implement work plans and priorities for their teams to enable ASIS operations;
- Represent ASIS and engage National Intelligence Community partners, policy stakeholders, decision-makers in the Australian Government and foreign liaison partners to enable the delivery of ASIS's objectives and facilitate cross-agency planning and collaboration;
- Actively promote a culture of diversity, psychological safety, innovation and courage, with a focus on ASIS's core leadership principles: One Mission; people development; communication; and continuous improvement;
- Develop organisational capability through facilitating training, maintaining effective external relationships and contributing to the development of working practices that continually improve ASIS's delivery;
- Sustain the capability of the Section by managing staff, finances, work flow, and procurement; and
- Develop, coach and mentor members of the Section, including performance management, conflict resolution and identification of training needs.

## EDUCATION / QUALIFICATIONS / EXPERIENCE

### Essential

- Extensive experience in a high tempo environment, leading multiple teams with diverse roles, priorities and deliverables, to achieve results against common objectives.
- Superior written and verbal communication skills, with a strong ability to communicate concise, accurate, impactful and high-quality advice.
- Sound judgement, including demonstrated experience effectively managing risk in complex situations.

### Beneficial

- Relevant experience in a national security or intelligence related role.
- Experience in roles leading multi-agency or cross-portfolio engagements.
- Tertiary qualifications or relevant experience in a portfolio of relevance to ASIS Mission(s).

## SELECTION CRITERIA

Candidates are encouraged to consider the below competencies from the Australian Public Service Integrated Leadership System (ILS) when preparing their responses in the online application, as each candidate will be assessed on their ability to demonstrate behaviours aligned to the competencies for the position.

### **Shapes Strategic Thinking**

- Inspires a sense of purpose and direction;
- Focuses strategically;
- Harnesses information and opportunities; and
- Shows judgment, intelligence and common sense.

### **Achieves Results**

- Builds organisational capability and responsiveness;
- Marshals professional expertise;
- Steers and implements change and deals with uncertainty; and
- Ensures closure and delivers on intended results.

### **Cultivates Productive Working Relationships**

- Nurtures internal and external relationships;
- Facilitates co-operation and partnerships;
- Values individual differences and diversity; and
- Guides, mentors and develops people.

### **Exemplifies Personal Drive and Integrity**

- Demonstrates public service professionalism and probity;
- Engages with risk and shows personal courage;
- Commits to action;
- Displays resilience; and
- Demonstrates self-awareness and a commitment to personal development.

### **Communicates with Influence**

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

### **Technical Capability**

- Demonstrated experience and education relevant to the role.

For more information on the ILS, tips on applying for jobs in the Australian Public Service, go to the APSC website found at [www.apsc.gov.au](http://www.apsc.gov.au).

## **APPLICANT INSTRUCTIONS**

You are required to provide a CV and a written 'pitch' (maximum 800 words) that demonstrates your suitability for the role.

The pitch is an opportunity to detail why you are the right person for the role. The Selection Committee want to know why you are interested in the role and what you can bring to the role.

### **APPLICATIONS CLOSE:**

Tuesday 31<sup>st</sup> May 2022

### **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 or phone call regarding the next stage of the process.

A merit pool 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. We are unable to provide feedback to unsuccessful candidates.