

SELECTION DOCUMENTATION

Operational Analyst

Level 4

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 (NIC) 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.

Operational Analyst Role

As an Operational Analyst you will work within a multi-disciplinary team (MDT) of officers to enable operational outcomes, support intelligence priorities and deliver impact against Australian Government requirements. As a junior member of an MDT you will gain broad experience and exposure to the senior specialist roles within these MDTs, including:

- **Desk Officers (DO)** who coordinate multiple elements of operational activity, maintain subject matter expertise on operations, and perform critical analysis in support of these activities.
- **Reports Officers (RO)** who produce intelligence reporting, maintain relationships with customers from the NIC, and provide direction on the functions of an MDT in regards to government requirements.
- **Targeting Officers (TGT)** who identify and create opportunities for new operational activity. This is generated through applied analytical tradecraft in line with operational requirements and organisational resources.

As a junior member of an MDT you will also work in close collaboration with other role specialisations to generate operational impact. These may include HUMINT collectors, linguists, technical specialists and secondees/integrees from counterpart agencies.

A Level 4 Operational Analyst will:

- Receive comprehensive development and foundational training to undertake broad work within an operational MDT;
- Gain experience and exposure across the DO, RO and TGT role specialisations, with the intent to attain qualifications in one (or more) of these disciplines during their career; and
- Receive development and support through the MDT model to generate impact against a diverse array of government requirements.

This is a Canberra based position with limited opportunities for overseas travel.

Key Responsibilities and Tasks:

- Under the direction of experienced role specialists, conduct basic operational analysis including:
 - critical analysis, risk management, and validation of operational activity.
 - quality assurance and enhancement of intelligence reporting.
 - development of actionable leads for new activity.
- Support role specialists through collaboration with other MDTs, overseas offices, and other areas of the organisation to ensure activity achieves a collective goal.
- Establish and maintain productive working relationships with representatives of the NIC, Five Eyes partners, and other Australian Government departments to ensure ASIS operations achieve outcomes which have an impact upon Australian Government Intelligence Missions (AIMs).
- Develop and maintain subject matter expertise relevant to the ASIS operational environment, and develop an understanding of how different specialisations within an MDT contribute to delivering operational impact.
- Identify and contribute to the management and mitigation of risk, and ensure compliance with relevant legislation and regulations is maintained

Other functions:

- Contribute to workforce capability development through sharing organisational subject matter and technical expertise on the operating environment for overseas offices, operational capability and resources, and existing cases.
- Draft, prepare and deliver written and oral briefs, as required, for the senior executive and, on behalf of the senior executive, for Government.
- Assist other disciplines/specialisations with operational analysis in response to prioritises.
- Assist with other support duties as necessary.

EDUCATION / QUALIFICATIONS / EXPERIENCE

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

Essential

- Sound written and verbal communication skills, with an ability to produce clear, accurate, and impactful advice;
- Demonstrated potential to work in a high tempo operational environment;
- Demonstrated aptitude for critical and creative thinking;
- Demonstrated awareness of techniques or technology to assist the collection, mining, manipulation, fusing, exploitation and visualisation of information; and
- Demonstrated aptitude to undertake open source (internet) research.

Beneficial

- Specialist knowledge of relevant geographic, thematic or technical subjects;
- Demonstrated experience in researching and analysis;
- Relevant tertiary qualifications or work/life experience;
- Transferrable work background (e.g. other government agencies, private industry, National Intelligence Community, military, police, and other intelligence related roles); and
- Other relevant skills/expertise (e.g. foreign language expertise).

SELECTION CRITERIA

Candidates are encouraged to consider the below selection criteria 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.

Supports strategic direction

- Supports shared purpose and direction;
- 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.

Support 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

- Demonstrates basic data literacy;
- Demonstrates critical thinking and a structured approach to solve problems; and
- Demonstrates basic open source (internet) and social media research skills.

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.

APPLICANT INSTRUCTIONS

To apply, complete the online application form. You will be required to provide:

- a short CV (max 3 pages) relevant to the role; and
- a written “pitch” of no more than 800 words which addresses:
 - your interest in the Operational Analyst role
 - responds to the selection criteria with relevant examples.

Candidates are encouraged to consider the competencies in 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

Please note:

- i. Candidates who are successfully shortlisted, will be required to attend a full day assessment centre which looks at aptitude and suitability to work in an MDT in any/all of the 3 disciplines/specialisations.
- ii. If you choose to focus on a specific discipline/specialisations in your pitch, you will still be required to be assessed against all 3 disciplines/specialisations.

APPLICATIONS CLOSE:

Monday 27th June 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 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.