

# SELECTION DOCUMENTATION

## Operational Analyst

### Level 6

**\$102,168 - \$117,746 plus superannuation**

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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 (NIC) to deliver Whole-of-Government outcomes. This active engagement and communication ensure 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 a senior 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 senior member of the team you will have proficiency in at least one specialist function of the MDT, and have broader exposure across all specialist functions, 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 senior member of an MDT you will collaborate with other role specialisations. These may include HUMINT collectors, linguists, technical specialists and secondees/integrees from counterpart agencies.

#### A Level 6 Operational Analyst will:

- Receive foundational, development and specialisation training to deliver impact against requirements.
- Develop proficiency across more than one role specialisation, and gain experience across more than one mission area of the organisation. Proficiency across role specialisations will be achieved through exposure, experience and diverse training opportunities.
- Contribute to organisational capability development, support the development of junior offices and contribute to MDT workforce training.

- Temporarily act as the MDT Manager of Operations as required, including the leadership of MDT members, managing workflows, and assisting with strategic planning.

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

#### **Key Responsibilities and Tasks:**

- Undertake moderate to highly complex operational analysis. This includes the application of analytical methods, techniques, tradecraft and tools to deliver high impact against priorities set by EL1 Manager of Operations. Work is conducted in support of:
  - development of actionable leads for new activity or enhancement of ongoing activity.
  - critical analysis, risk management, and validation of operational activity.
  - quality assurance and enhancement of intelligence reporting.
- Maintain robust communication with other MDTs, overseas offices, and other areas of the organisation to ensure activity achieves a collective goal.
- Develop, maintain and expand strong 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 work to spread this expertise across the operational analyst workforce.
- Proficient across different specialisations within an MDT to deliver robust operational impact.
- Identify and contribute to the management and mitigation of risk, and ensure compliance with relevant legislation and regulations is maintained.

#### **Other functions:**

- Impact workforce capability development through subject matter expertise, technical expertise, and contribution to learning and development initiatives.
- Provide guidance and coaching to junior Operational Analysts.
- 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 priorities.
- Assist with other support duties as necessary.

#### **Education / Qualifications / Experience:**

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

##### **Essential**

- Excellent written and verbal communication skills, with an ability to produce clear, accurate, impactful and actionable advice which considers risk;
- Demonstrated ability to work in a high tempo operational environment managing a range of competing priorities;
- Demonstrated experience applying critical and creative thinking to solve complex problems;

- Demonstrated proficiency in analysing data in support of solving complex problems, including the production of actionable recommendations;
- Proficiency in techniques or technology which assist the collection, mining, manipulation, fusing, exploitation and visualisation of data; and
- Demonstrated proficiency undertaking open source (internet) and social media research.

### **Beneficial**

- Specialist knowledge of relevant geographic, thematic or technical subjects;
- Demonstrated expertise in research 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);
- Demonstrated experience producing written material for Government; 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 a degree of data literacy sufficient to apply basic data analysis to inform operational research;
- Demonstrates an application of critical thinking and structured analytical techniques to solve operational problems; and
- Demonstrates application of open source (internet) and social media research skills to a defined problem.

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:**

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 three 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 three disciplines/specialisations.

## **APPLICATIONS CLOSE: Monday, 12 September 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.