SELECTION DOCUMENTATION

Operations Analyst
Level 5
Multiple vacancies
$105,013 - $113,141 plus 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.

ASIS is a diverse and inclusive workplace, where our people are empowered through authenticity and a sense of belonging to achieve their potential and contribute to a shared purpose and mission. We seek to reflect the community we serve, and welcome applications from Aboriginal and Torres Strait Islander peoples, women, people with a disability, neurodiverse, people from culturally and linguistically diverse backgrounds and those who identify as LGBTIQA+.

Operations Analyst Role

As an Operations Analyst you will work within a geographic or thematic Headquarters-based team to enable operational outcomes, and support intelligence collection and distribution priorities to deliver impact against the Australian Intelligence Missions (AIMs). You will collaborate with a range of specialised contributors to generate operational impact. These may include HUMINT collectors, linguists, technical specialists, secondees and integrees from counterpart agencies and external agency customers.

These are Canberra-based positions. There may be opportunities for overseas and domestic travel depending on team placement.

Key Responsibilities and Tasks:

In these roles you will utilise your operations support experience and develop further operations enablement capabilities. Responsibilities and tasks could include, but are not limited to:

- Coordinating multiple activities in support of operations, based on the Australian Government's priorities and requirements;
- Identifying and creating opportunities for new operational activity. This is generated through applied analytical tradecraft in line with operational requirements and organisational resources;
- Performing critical analysis in support of operational activities and reporting output;
- Developing and maintaining subject matter expertise on operational lines of effort, customer requirements and reporting output;
- Producing intelligence reporting that meets ASIS doctrine and standards;
- Maintaining productive working relationships with stakeholders and customers;
- Identifying and contributing to the management and mitigation of risk, and ensuring compliance with relevant legislation and regulations; and
- Providing administrative support to operational teams and senior officers. This could include written and verbal briefings, visit support, and financial compliance tasks.

A Level 5 Operations Analyst will:

- Engage in foundational and specialised training to develop and maintain skills to deliver impact against operational requirements;
- Gain exposure and experience across a range of capabilities, and provide support in line with organisational priorities and capability proficiency (usually one or more of analysis, coordination, reports, requirements and/or targeting). Capability proficiency will be achieved through appropriate exposure, experience and training;
- Contribute to organisational capability development; and
- Actively engage in supporting and building a psychologically safe team environment.

Core Skills:

- Strong written and verbal communication skills, with an ability to produce clear, accurate, impactful and actionable advice;
- Demonstrated ability to work in a high tempo operational environment;
- Experience building and maintaining productive working relationships with a wide range of stakeholders;
- Demonstrated aptitude for critical and creative thinking;
- Demonstrated ability to analyse data in support of solving complex problems; and
- A willingness and ability to work in a high security office environment.

Education / Qualifications / Experience:

One or more of the following education, qualifications and/or experience will be highly regarded:

- Aptitude in techniques or technology that assist the collection, mining, manipulation, fusing, exploitation and visualisation of data;
- Aptitude and experience conducting open source (internet) and social media research;
- Specialist knowledge of relevant geographic, thematic or technical subjects;
- Demonstrated proficiency in research and analysis;
- Relevant tertiary qualifications or work/life experience;
- Transferrable work background (e.g. other government agencies with an operational remit, private industry, National Intelligence Community, military, police, and other intelligence related roles); and
- Other relevant skills/expertise (e.g. foreign language expertise).

We are dedicated to building a diverse and inclusive workforce, so if you are excited about this role but your past experience doesn't align perfectly, we encourage you to apply.

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
- Refer to the essential and beneficial education/qualification/experience requirements.

For more information on the Integrated Leadership System (ILS) and tips on applying for jobs in the Australian Public Service, visi tthe Australian Public Service Commission website.

HOW TO APPLY

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.

Applicants are encouraged to consider the capabilities when preparing their application, as this will form the basis of selection assessment. For more information and tips on applying for jobs in the Public Service, search 'Joining the APS' at www.apsc.gov.au.

You may receive a SMS requesting you to complete online testing. Please ensure you complete this as your application will not be progressed otherwise.

Please note: candidates who are successfully shortlisted will be required to attend a full day assessment centre which looks at aptitude and suitability to work as an Operational Analyst.

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APPLICATIONS CLOSE: Monday 18th August 2025 at 11:59pm (AEST)

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ELIGIBILITY

Candidates must be Australian citizens.

The successful candidate will be required to obtain and maintain the highest-level security clearance.

REASONABLE ADJUSTMENTS

All requests for reasonable adjustments will be considered and managed in consultation with you. We will continue to ask you if you require reasonable adjustments at each stage of the process. If you are successful in gaining employment, reasonable adjustments can also be made available to you in performing your role.

WHAT HAPPENS NEXT?

You may receive a SMS requesting you to complete online testing. Please ensure you complete this as your application will not be progressed otherwise.

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.

A merit list will be established for candidates who are suitable and will remain valid for a period of 18 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.