



Candidate Information Pack

OPERATIONS ANALYST

LEVEL 6

Position details

Title	Operations Analyst
Classification	Level 5
Location	Canberra
Salary Range	\$116,245 - \$133,968
Contact	Recruitment Phone: (02) 6261 9907
Closing Date and Time	Thursday 18 th June 11:59pm AEST

About ASIS

The Australian Secret Intelligence Service (ASIS) is Australia's overseas intelligence collection agency. We are Australia's experts at collecting highly sensitive information – secret intelligence – from sources overseas to keep Australia and our region safe and prosperous.

Our work spans continents and cultures. As a tech-powered and data-driven organisation, we use covert techniques and cutting-edge technology to put us in the right rooms, next to the right people, with the right access to the intelligence we need. We are tasked to collect intelligence – it might be political, military or economic information – deliberately withheld from the Australian Government that might present threats to or opportunities for Australia.

From graduates to career changers, we come from every corner of the country and all walks of life, with backgrounds from all around the world.

Regardless of our ethnicity, experiences and education, we're bound by a shared commitment to something bigger: building a better future for those who come after us. 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 LGBTQIA+.

It's a mission owned by everyone, with opportunities for all.

The role

As an experienced 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 intees 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.

A Level 6 Operations Analyst will:

- Engage in activities to maintain and enhance your professional knowledge and technical skills to effectively achieve required outcomes;
- Deliver capabilities and provide support in line with organisational priorities and capability proficiency (usually one or more of analysis, coordination, reports, requirements and/or targeting); and have or gain experience across more than one mission area of the organisation. Capability proficiency will be achieved through appropriate exposure, experience and training;
- Contribute to organisational capability development, support the development of junior officers and contribute to operations analyst workforce training;
- As required, temporarily act as team manager, which will include leading team members, managing workflows and assisting with strategic planning; and
- Actively engage in supporting and building a psychologically safe team environment.

Role responsibilities

In this role you will utilise your skills, knowledge and experience in one or more capabilities that contribute to operational support and outcomes. Responsibilities and tasks could include, but are not limited to:

- Work with senior officers to lead and direct multiple activities in support of operations, based on the Australian Government's requirements;
- Identifying and creating opportunities for new operational activity. This is generated through applied analytical tradecraft in line with operational requirements and organisational resources;

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- Performing critical analysis in support of complex operational activities and reporting output;
 - Maintaining subject matter expertise on operational lines of effort, customer requirements and reporting output;
 - Producing complex and sensitive intelligence reporting that meets ASIS doctrine and standards;
 - Building, maintaining and expanding productive working relationships with stakeholders and customers;
 - Identifying and mitigating risk to ensure compliance with relevant legislation and regulations;
 - drafting, preparing and delivering written and verbal briefs to senior executive, and on behalf of the senior executive, to Government;
 - Assisting other operational disciplines/specialisations with analysis in response to priorities;
 - Mentoring, guiding and coaching junior officers;
 - Contributing SME to the development and delivery of training programs; and
 - Contributing to, and overseeing, administrative support provided to senior officers and your operational team. This could include written and verbal briefings, visit support, and financial compliance tasks.

Core skills

We encourage applicants with the following skills and attributes to apply:

- Excellent written and verbal communication skills, with an ability to produce clear, accurate, impactful and actionable advice that considers risk;
- Demonstrated ability to work in a high tempo environment managing a range of competing priorities;
- Experience building, maintaining and expanding productive working relationships with a wide range of stakeholders;
- Demonstrated experience applying critical and creative thinking to solve complex problems;
- Demonstrated ability to analyse data and information to support complex problem solving and decision making, including formulating recommended actions;

- 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
- Willingness to work in a high security office environment.

Education and qualification requirements

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

- Demonstrated expertise in research and analysis;
- Proficiency in techniques or technology which assist the collection, mining, manipulation, fusing, exploitation and visualisation of data;
- Demonstrated proficiency undertaking open source (internet) and social media research;
- Relevant tertiary qualifications or work/life experience;
- Demonstrated experience producing written material for Government;
- Well established networks or productive working relationships with a range of stakeholders within the National Intelligence Community; 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.

Benefits of working at ASIS

ASIS employees enjoy access to generous workplace terms and conditions. Benefits include but are not limited to:

- Competitive salary plus 15.4% superannuation
- A variety of leave options including 22 days paid annual leave per year
- Paid leave between Christmas and New Year
- Domestic Relocation assistance for new staff to Canberra
- Health and wellbeing initiatives
- Salary packaging arrangements
- Learning and development opportunities including access to study assistance
- A variety of support services including but not limited to Employee Assistance Program (EAP) and a Staff and Family Support Office.

While ASIS officers are not able to work from home due to the classified nature of our work, staff have access to a range of flexible working arrangements. These include part time hours, condensed hours and/or flexible start/finish times to support other responsibilities.

ASIS conditions of service are similar to those applying for the Australian Public Service, for a full list of benefits and conditions see asis.gov.au

Eligibility

To be eligible for a role you must:

- Be an Australian citizen
- Be assessed as suitable to hold and maintain a TOP SECRET-Privileged Access security clearance
- For more information on eligibility please see the Protective Security Policy Framework which is publicly accessible at protectivesecurity.gov.au, section 12 provides information on Eligibility and suitability

How to apply

Click on “Apply Now” on our website on the role/s that you are applying for. You will be required to submit the following:

- 800-word pitch outlining your skills and experience for the role
- A current CV, no more than 2 pages in length, outlining your employment history, academic qualifications and relevant training that you may have undertaken
- Details of two referees, which must include a current supervisor

Applicants are encouraged to consider the Integrated Leadership System (ILS) capabilities when preparing their application. For more information on the ILS, and tips for applying for jobs in Australian Public Service, please visit the APSC website found at www.apsc.gov.au.

All applications for employment with ASIS are handled in the strictest confidence. It is essential you maintain a similar level of confidentiality and that you do not discuss your application with anyone.

Important:

If you are currently living overseas and wish to apply for a role with ASIS, please note that we cannot contact you until you return to Australia. Every part of the recruitment process, including contacting you, must be done while you are in Australia.

If you have no plans to return to Australia in the foreseeable future, we recommend you wait until you return before submitting an application.

Reasonable adjustments

ASIS is committed to fostering a diverse and inclusive environment for candidates to participate in all stages of the selection process. Please let us know if you require any additional assistance or reasonable adjustments during any stage of the recruitment process and we will work with you to manage this throughout. If you are successful in gaining employment, reasonable adjustments can also be made available to you in performing your role.

Recruitment process – what happens next

We thank all applicants for their interest in a role with ASIS. Please be advised that our selection process is rigorous and extensive and that we do not provide feedback to unsuccessful applicants. **If you progress from application, you will receive an SMS requesting you to complete online testing – please ensure that you complete this testing or your application will not progress further.**

All selection process decisions are merit based and candidates must be prepared to undergo various selection stages throughout the process.

A merit pool will be established for candidates who are suitable for this round and will remain valid for 18 months.