

Selection Documentation

Various Corporate Opportunities

Level 4

\$97,148 - \$101,338 plus superannuation

Level 5

\$105,013 - \$113,141 plus superannuation

Level 6

\$116,245 - \$133,968 plus superannuation

ABOUT US

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 LGBTIQ+.

WHAT WE OFFER

- A competitive salary
- A career with a difference making a direct contribution to Australia's national security
- A unique working environment where the work is stimulating and our people matter
- Ongoing training and personal development opportunities
- Ongoing employment with opportunity for part-time or flexible work hours
- Generous leave provisions including separate leave provisions for First Nations employees
- ASIS has an active and supportive employee-led First Peoples Working Group

These positions are Canberra based, with conditions of service similar to those in the Australian Public Service, including superannuation.

THE OPPORTUNITIES

ASIS corporate specialists work as part of a team, have excellent interpersonal skills, sound judgement and the ability to learn and apply their experience to a number of tasks which support the work of the Service. ASIS is seeking enthusiastic and capable individuals to fill a number of corporate positions across the Service including (but not limited to) roles in:

- Human Resources
- Administration
- Security
- Secretariat
- Coordination
- Governance
- Program and project management support
- Strategic planning
- Strategic policy Enterprise risk management
- Business continuity planning
- Communications
- Liaison functions
- Reporting production
- Records and information management
- Payroll
- Learning and Development

In addition to our current vacancies, successful applicants through this process will be placed in a merit pool which may be utilised to fill future vacancies over the next 18 months. You will be asked to indicate your main area of interest/experience noting all suitable applicants will also be considered for general vacancies across the organisation.

KEY RESPONSIBILITIES AND TASKS

Dependant on position, duties may include but are not limited to:

- Provide general administrative support and assistance;
- Provide HR related services and expertise such as; pay, recruitment, placements, WHS and analytics;
- Contribute to the administration, design and delivery of training and development programs at an organisational level;
- Provide security related services and advice to stakeholders;
- Support to enterprise risk management;
- Assist in enterprise capability planning and preparation of New Policy Proposals;
- Provide secretariat or executive support;
- Provide support and guidance on relevant policy and procedures;
- Contribute to the development of engagement and change management activities to modernise the way we work;
- Process payroll activities;
- Interpret and provide advice on HR policies, employment conditions and relevant legislation;
- Help develop or evaluate organisational strategy and policies;
- Provide records and information management support and guidance on information services and administration of records/content management systems;
- Contribute to program design and delivery;
- Develop and maintain significant stakeholder relationships;
- Contribute to corporate planning and reporting processes;
- Coordinate or draft submissions and briefings, including for Ministers and Cabinet;
- Protocol and events management functions;
- Liaise with foreign partners;
- Mentoring and supervising junior level staff;
- Undertake project management responsibilities;
- Provide robust and accurate advice/guidance to stakeholders;
- Contribute to activities aligned with strategic direction.

Applicants should be able to demonstrate:

- The ability to build productive working relationships using highly developed interpersonal skills;
- Experience in providing excellent customer service;
- The ability to work collaboratively and operate effectively as a team member;
- Maturity and ability to manage sensitive matter discreetly;
- Initiative and judgement in the interpretation of policy and in the application of practices and procedures;
- Experience in the prioritisation and organisation of tasks, often under time pressure;
- Effective written and verbal communication skills; and
- Relevant experience and or qualifications for the role.

EDUCATION, QUALIFICATION AND EXPERIENCE REQUIREMENTS

The following education, qualifications and/or experience will be highly regarded for some roles but are not essential:

- HR qualifications
- Experience in engagement or event planning
- Experience working with intelligence production
- Experience maintaining security databases

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 anyway.

HOW TO APPLY

Applicants will need to apply ONLINE via our website.

Candidates will be required to attach a resume and provide responses to the following questions:

1. Whilst your application will be considered for all advertised levels, please indicate your preferred level and the area you are most interested in working. (max 200 words)
2. Candidates are required to submit a maximum 500 word pitch demonstrating their relevant experience, skills and knowledge to perform the duties of the role.

If you are interested in working in a particular area, we encourage you to tailor your responses to indicate your relevant skills and experience with regards to that function.

APPLICATIONS CLOSE: Monday 4 August 2025 at 11:59pm

ELIGIBILITY

Candidates must be Australian citizens.

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

The filling of this vacancy is intended to constitute an affirmative measure under Section 8(1) of the 'Racial Discrimination Act 1975'. This vacancy is only available to Aboriginal and/or Torres Strait people.

Applicants applying under this Affirmative Measures round will need to provide evidence they meet the eligibility for this vacancy should they be found suitable prior to being made a formal offer of employment. The need to provide confirmation of Aboriginal or Torres Strait Islander heritage is not required as part of the application process. Confirmation will be requested prior to the onboarding process.

To be eligible to apply for this vacancy applicants must:

- Be of Aboriginal and/or Torres Strait Islander descent;
- Identify as Aboriginal and/or Torres Strait Islander; and
- Are accepted by their community as being Aboriginal and/or Torres Strait Islander.

Evidence of confirmation of heritage includes:

- A letter signed and executed by the Chairperson of an incorporated Aboriginal and/or Torres Strait Islander organisation confirming that they are recognised as an Aboriginal and/or Torres Strait Islander person; or
- Confirmation of Aboriginal and/or Torres Strait Islander descent form executed by an Aboriginal and/or Torres Strait Islander organisation.

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.

CAPABILITIES

Candidates are encouraged to consider the capabilities when preparing their application, however are not required to provide a separate written response to the ILS capabilities (below). Each candidate will be assessed on their ability to demonstrate behaviours aligned to the capabilities for the position. For more information and tips on applying for jobs in the Public Service, search 'Joining the APS' at www.apsc.gov.au.

Supports strategic direction

- Supports shared purpose and direction;
- Thinks strategically;
- Harnesses information and opportunities; and
- Shows judgement, 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.

More information on the Integrated Leadership System (ILS) and the capabilities required at the APS Levels 1-6 can be found through a page search of 'ILS' at www.apsc.gov.au