



Candidate Information Pack

Property Officer – Various
Executive Level 1

Position details

Title	Property Officer EL1 - Various
Classification	Executive Level 1
Location	Canberra
Salary Range	\$145,137 - \$169,572
Contact	Recruitment Phone: (02) 6261 1849
Closing Date and Time	Tuesday 2 June 2026

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

The Property Branch is responsible for enhancing the agency's business capabilities through effective management and maintenance of the property portfolio, delivering major and minor projects and driving strategic direction through forward planning. We are seeking to fill a number of EL1 positions across multiple teams within the branch.

As part of the **Property Strategy, Engagement and Planning** team you will drive and deliver the concept planning of property projects for the ASIS Property Portfolio. You will develop and manage the introduction of new processes and frameworks to maintain property information and support the development of property policies and procedures. This team is responsible for providing reporting and clear recommendations to senior management and other key stakeholders. Strong stakeholder engagement is key through the ability to develop and maintain a network of internal and external partners and resources. This team manages new and proposed funding and oversees all property leasing arrangements.

The **Property Transformation** team is responsible for developing and implementing property transformation projects within the agency. In this team you will critically assess and synthesis data to inform and implement modern work environments across the Canberra property footprint. The ability to foster and maintain productive working relationships and communicate with influence is essential in these roles to drive and deliver effective change management activities.

The **Facilities Management** team maintain building, property and facility services across the Service, including providing support and expertise to deliver complex infrastructure projects. You will provide detailed technical and professional advice in relation to complex problems. You will be responsible for delivering scheduled and responsive maintenance and day-to-day upkeep. In addition to a general property background, trade qualifications will be highly regarded for roles within this team (electrical, data cabling, mechanical and fire systems highly desirable).

The **Property Projects and Delivery**, team are responsible for managing complex property related projects, with an emphasis on construction, refurbishment and fit out within time, budget and quality standards. You will formulate project plans, provide oversight and direction through the project from concept design to completion and have the ability to foster and maintain close working relationships with key internal and external stakeholders. You will be self-motivated, work effectively and responsively within a multi-disciplinary environment, and demonstrate effective, empathetic, outcomes focused leadership.

Core skills

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

- Forward- leaning, innovative modern thinking combined with a willingness to learn;
- Be self-motivated, work effectively and responsively within a fast-paced and sometimes complex environment;
- Have strong representation, engagement and interpersonal skills, including the ability to develop and maintain a network of internal and external partners;
- Ability to work effectively both independently and within a team environment;
- Confidence to make informed and data-driven decisions where needed and contribute positively to team and Branch culture;
- Well-developed written and verbal communication skills, including an ability to negotiate and communicate with influence; and
- Problem solving with an ability to think laterally and strategically.

Education and qualification requirements

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

- Experience in leading and managing a technical team;
- Demonstrated understanding of contemporary practices in property management, procurement, capital management and technical security requirements;
- Demonstrated understanding of ASIS and contemporary public-sector procurement processes;
- An understanding of relevant construction security principles and standards; and
- Relevant tertiary or trade qualifications particularly in a related field such as project management, property/estate management, architecture, design, construction management, drafting etc, and/or a background as a qualified tradesperson, is desirable.

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.

Whilst 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.