



Candidate Information Pack

Senior Executive Service Band 1

Human Resources

Position details

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| Title/s | SES Band 1 - Human Resources |
| Classification | Senior Executive Service Band 1 |
| Location | Canberra |
| Contact | Executive Intelligence Group – Tricia Searson or Karina Duffey Phone: (02) 6232 2200 |
| Closing Date and Time | Tuesday 7 April 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.

Our strength is our people. ASIS officers come from all walks of life, with different skills, interests and backgrounds.

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+.

The role

Human Resources – SES Band 1

The Assistant Secretary - Human Resources (HR) is responsible for providing quality, client-focused services across the full range of human resources functions in ASIS. The Assistant Secretary - Human Resources is responsible for planning, developing, co-ordinating and implementing human resources strategies, policies and processes for ASIS to optimise use of human resources in achieving corporate goals. It incorporates Strategic Workforce Management, Employee Relations, Payroll Services, Work Health and Safety, Recruitment and Organisational Psychology.

The role:

- Leads a team of professionals to provide high quality, client-focused HR services to ensure ASIS maintains a highly skilled, diverse and engaged workforce;
- provides expert advice and assistance to senior executives on a broad range of strategic human resources management activities in accordance with relevant legislation, policies and guidelines;
- develops and implements innovative and contemporary people strategies and workforce plans;
- demonstrated experience managing complex personnel issues;
- builds organisational capability to achieve the outcomes of the ASIS Strategic Plan;
- champions a culture of continuous improvement and HR modernisation, including through adoption of new technologies such as artificial intelligence;
- ensures that organisational systems, processes, procedures and policies are fit for purpose and responsive to organisation needs; and
- maintains effective internal and external partnerships.

The Assistant Secretary - Human Resources reports to the Chief Operating Officer and works closely with the Director General and Deputy Directors' General, contributing to the design and delivery of the HR function in alignment with the directions and priorities of ASIS's Strategic Plan.

Education and qualification requirements

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

- Significant senior level experience in leading HR services in a large organisation;
- Industry/government experience in executive leadership roles with a proven track record of achieving strategic outcomes;
- Capacity to engage and influence stakeholders;
- Demonstrated ability to manage and motivate diverse teams;
- Formal qualifications in HR and/or management, preferably at post graduate level;
- Comprehensive experience in leading and managing transformation programs; and
- An understanding of national security issues is highly desirable.

How to apply

Candidates are required to provide a resume and a written one-page pitch (maximum 500 words). We ask that candidates provide examples that support their claims against the key duties, highlighting demonstrated experience in their area/s of expertise.

To apply, please obtain selection documentation for Ref No. **1052** from www.executiveintelligencegroup.com.au.

All applications must be submitted through the Executive Intelligence Group Website.

If, after reading the selection documentation, you require further information, please contact Tricia Searson or Karina Duffey on (02) 6232 2200.

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.

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

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.

Additional information

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.

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.