

OFFICIAL



Candidate Information Pack

Administration Officer
Level 4

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Position details

Title	Administration Officer
Classification	Level 4
Location	Canberra
Salary Range	\$97,148 - \$101,338
Contact	Recruitment Phone: (02) 6261 1849
Closing Date and Time	Monday, 6 July 2026 at 23:59 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 Administration Officer, you will play a key role in the administration of a wide variety of tasks and responsibilities in order to support the work of the Service. Administration Officers will apply their experience in delivering high levels of administration or project support to complete tasks in a timely manner. Administration Officers work as part of a team, will possess excellent interpersonal and organisational skills and apply sound judgement in their day-to-day work.

ASIS is seeking to place enthusiastic and capable Administration Officers in a number of positions in various areas across the Service including:

Human Resources

As an Administration Officer within HR, you will be involved in a wide variety of HR functions including Payroll, People Strategy, Recruitment, Performance Management, Workforce Planning, Employee Engagement and Retention.

Learning and Development

As an Administration Officer in Learning and Development, you will support the efficient coordination, organisation and delivery of a range of learning and development activities. The role will liaise, support and build positive relationships with trainees, management and stakeholders.

Security

As an Administration Officer within Security, you will play a key role in the administration of various responsibilities associated with personnel and administrative security.

Records Management

As an Administration Officer in the Records Management team, you will contribute to the delivery of effective records and information management, which involves managing records, archiving, sentencing and disposal of records along with contributing to the development and management of electronic information systems.

Customer Engagement

As an Administration Officer in Customer Engagement, you will be responsible for providing administrative and coordination support for ASIS's external engagement including administrative and logistical arrangements for seminars and high-level forums, coordinate representation at external forums and prepare briefing material.

Information Technology

As an Administration Officer within IT, you will support efficient communication between internal teams. Responsibilities include data entry, assisting with procurement processes and supporting contract management to ensure compliance and optimal service delivery.

Role responsibilities

The Administration Officer responsibilities may vary depending upon the function or area. Under general direction, some of the responsibilities may include:

- Providing general administrative support and assistance such as secretariat support for forums, maintenance and recording of data etc.
- Providing support and guidance on relevant policies and procedures;
- Maintaining business systems for intelligence production and dissemination;
- Engaging and maintaining effective relationships with stakeholders;
- Coordinating learning and development activities;
- Contributing to corporate planning processes;
- Undertaking projects to support the planning, scheduling and coordinating activities;
- Coordinating submissions and briefings, including for Ministers and Cabinet; and
- Developing process documentation.

Core skills

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

- Strong organisational skills and the ability to manage competing priorities;
- Effective written and verbal communication skills;
- High attention to detail;
- Ability to support stakeholders at various levels; and
- Ability to maintain confidentiality and manage sensitive matter discreetly.

Education and qualification requirements

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

- Experience in stakeholder engagement or liaison;
- Experience in customer service or administrative roles; and
- Experience in training coordination, scheduling, and/or operational program management.
- Experience in project support roles.

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.