



Candidate Information Pack

Business Continuity Officer
and Preparedness Officer
Executive Level 1

Position details

Title	Business Continuity Officer and Preparedness Officer
Classification	EL1
Location	Canberra
Salary Range	\$150,072 - \$175,338
Contact	Recruitment Phone: (02) 6261 1849
Closing Date and Time	14 September 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

Business Continuity Officer

Business Continuity Officer leads the Service's business continuity function and coordinates and leads the day-to-day work of junior team members. The role involves setting priorities, providing quality assurance over briefings and response arrangements. In addition, they represent the function to Senior Executives and external partners, exercise significant delegation and independent judgment in order to drive strategic direction.

Preparedness Officer

Preparedness Officer develop, maintain and drive multiyear business continuity and resilience strategy, framework and improvement roadmap whilst embedding business continuity and resilience into enterprise, corporate, workforce, and investment planning, and develop supporting policy, standards, and governance. The role involves leading horizon scanning and threat analysis to anticipate emerging continuity risks and shape forward planning.

Role responsibilities

Under broad direction, Business Continuity and Preparedness Officers will be responsible for the following key duties:

BUSINESS CONTINUITY OFFICER

Business Continuity Planning

- Develop and maintain comprehensive business continuity plans that align with the Services strategic objectives and risk management framework.
- Identify critical business functions and processes, and determine the resources required to support them during a disruption.
- Conduct Business Impact Analyses (BIAs) to assess the potential effects of an interruption to critical business operations.
- Monitor and review business continuity plans regularly to ensure they remain effective and up-to-date.

Training and Awareness

- Provide training and awareness programs to educate employees about business continuity principles and their roles in the recovery process.
- Conduct exercises and simulations to test the effectiveness of business continuity plans and identify areas for improvement.
- Ensure that all relevant stakeholders are aware of their responsibilities in the event of a disruption.

Incident Response and Recovery

- Support the incident response team during disruptions, ensuring that business continuity plans are activated and followed.
- Coordinate the recovery of critical business functions and processes, and monitor progress until normal operations are restored.
- Document and analyse incidents to identify lessons learned and improve future response and recovery efforts.

PREPAREDNESS OFFICER

Strategic Planning and Development

- Develop, maintain, and drive the multi-year business continuity and resilience strategy, framework, and improvement roadmap.
- Lead horizon scanning, scenario, and threat analysis to anticipate emerging continuity risks and shape forward planning.

Capability and Maturity Uplift

- Design and steward the capability and maturity uplift program across the agency over multiple planning cycles.
- Embed business continuity and resilience into enterprise, corporate, workforce, and investment planning, and develop supporting policy, standards, and governance.

Stakeholder Engagement and Advice

- Prepare business cases and proposals for continuity capability, and advise senior executives and governance committees on maturity, assurance, and long-term readiness.
- Partner with the EL1 Business Continuity Officer to translate strategy into day-to-day readiness and to feed lessons learned back into the roadmap.

Core skills

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

- Demonstrated ability to build and maintain strong and productive working relationships with key stakeholders.
- Ability to exercise independent judgement, critical thinking and innovative problem-solving in a complex and changing environment.
- Ability to deliver training, guidance and support to areas across the Service.
- Ability to deliver frank and fearless advice and guidance.
- Demonstrated ability in applying legislation, policy and procedural framework to support sound decision making.

- Strong ability to communicate clearly and effectively, both in writing and verbally, specifically when developing policy, submissions and briefings.
- Ability to manage sensitive matters with discretion and confidentiality.

Qualification/Experience requirements

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

- Experience in business continuity planning, crises/disruption response, and/or policy.
- Experience in strategic thinking and development, including a background in threat analysis, or related areas.
- Experience in developing, implementing, and assuring programs of work over multi-year time horizon.

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.

Use of AI in recruitment process

We recognise some applicants may use AI technologies to draft applications or prepare for interviews. If you wish to use AI, we recommend doing this only for initial drafts and ensure that your application is personalised and accurately reflects your skills, experiences and capabilities.

Additionally, be aware of the privacy policies of any AI tools you use. Be mindful of the information you are entering into AI tools (personal details, work history, etc) and how using it may link you to potential ASIS employment, noting that you are expected to maintain confidentiality with your application.

If you are invited to attend an interview, the use of AI tools and recording devices during the interview is strictly prohibited. Should AI tools or recording services be detected, your application, and any future applications may not be progressed.

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.