



Candidate Information Pack

Director Intelligence
Systems and Production,
EL2

Position details

Title	Director Intelligence Systems and Production
Classification	EL2
Location	Canberra
Salary Range	\$177,328 – \$209,246
Contact	Recruitment Phone: (02) 6261 3100
Closing Date and Time	Tuesday 20 th October 2026 11:59 AEDT

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 Director of Intelligence Systems and Production (ISP) provides the strategic leadership, business management, and coordination essential to ensuring that ASIS's intelligence systems directly enable organisational objectives while remaining aligned with compliance and security requirements. As the leader of an enduring function, the Director serves as the primary conduit for collaboration between internal business areas, NIC agency delivery teams, and partner organisations. In this capacity, you will ensure that ASIS's systems are secure, sustainable, and fit-for-purpose.

You will be responsible for the comprehensive oversight of several product offices. By applying rigorous project management principles, you will oversee the entire lifecycle of solution delivery - from initial planning and documentation of system configuration requirements, resource allocation and through to the execution of product sprints - ensuring all deliverables meet high-quality standards and are delivered within scope and on time.

Beyond technical governance, you will lead the "human element" of system transformation by bridging the gap between complex technology and business operations. You will translate high-level operational needs into tangible technical requirements, contribute to information security management, and uplift data capture and integrity to enhance operational planning and performance. By managing stakeholder alignment and delivering targeted training, you will drive organisational adoption of key systems, ensuring that ASIS maximises the strategic value and operational efficiency of its technological investments.

As a leader in a recently established and evolving function, you will have a significant opportunity to shape ISP's operating model and drive transformational change across both ASIS and the broader NIC. You will represent the organisation in NIC working groups and community activities to share best practices and ensure strategic alignment. Ultimately, you will combine strategic foresight with disciplined execution to ensure that ASIS's intelligence system capabilities remain cutting-edge, resilient, and where required, interoperable across the NIC.

Role responsibilities

Outlined below are the key areas of responsibility for the EL2 Intelligence Systems and Production:

- Oversee the full range of product offices within the team's remit, ensuring complex requirements gathering and system evolution planning, superior risk management, and compliance with policy, guidelines and legislation.
- Lead and set direction for the team and key system product offices, ensuring delivery of sustainable and efficient outcomes that contribute to the national interest, in accordance with government priorities and in accordance with ASIS's regulatory framework.
- Actively participate in the provision of advice to the ASIS senior leadership team.

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- Build and sustain high-level professional relationships with customers and stakeholders; creating and contributing to cooperative relationships that facilitate Whole-of Government intelligence outcomes in Australia and overseas.
 - Represent ASIS at inter-agency and international fora on key intelligence systems and production issues.
 - Promote an environment of ongoing staff engagement, innovation and professional excellence, ensuring efficient and effective use of all resources in line with approved budgets and plans.
 - Commitment to, and active promotion, of ASIS Values

Core skills

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

- Strong organisational and interpersonal skills, including the ability to work as the link between business and technology;
- Excellent communication skills;
- Ability to exercise sound independent judgement, critical thinking, and innovative and proactive problem-solving skills in a complex and changing environment.
- Lead and mentor a team to high performance.
- Resilience and adaptability, and maintaining composure and productivity in a dynamic environment with competing priorities, evolving requirements and time-critical outcomes.
- Ability to deliver training, guidance and support to areas across the Service.
- Able to provide high-quality and timely reporting and advice to senior stakeholders.
- Ability to build, maintain and influence strong relationships within ASIS, the NIC, and commercial service-providers.
- Confidence and ability to coordinate understanding of issues in a holistic and strategic sense and provide options for the way forward.

Education and qualification requirements

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

- Exposure to, or experience in, product office management

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 applicants 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.