



Candidate Information Pack

SENIOR PSYCHOLOGIST
EXECUTIVE LEVEL 1

Position details

Title	Senior Psychologist
Classification	Executive Level 1
Location	Canberra
Salary Range	\$145,137 - \$203,486* plus superannuation <i>*Total salary range comprises salary and applicable allowances and bonuses. Remuneration is subject to s33 of the ISA.</i>
Contact	Recruitment Phone: (02) 6261 1849
Closing Date and Time	Please refer to date on website

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

Psychologists in this role provide support to the organisation through their expert assessment skills, clinical advice on recruitment and suitability decisions, support to training and advice to management on a range of staffing matters. This is a varied and fulfilling role with a good balance of direct and indirect client work as well as a mix of team-based tasks and opportunities for independent projects in areas of interest.

We are seeking experienced Senior Psychologists for positions based in Canberra but with some capacity for domestic and international travel. We are looking for Psychologists who have great technical skills in conducting assessments and who also possess excellent interpersonal and communication skills and who are able to respond to the challenge of working in a complex and dynamic organisation. This is an excellent opportunity for an experienced clinician to contribute to Australia's national interests whilst also developing new skills in a role which is outside the ordinary experience of most Psychologists.

Our organisation provides generous professional benefits including supervision, assistance with professional fees (including registration and Australian Psychological Society (APS) membership) and ongoing professional development and training. We are a supportive and collaborative team who values the tenets of psychological safety and enjoys working in a warm and positive environment.

Role responsibilities

Outlined below are the key areas of responsibility:

- Perform a range of psychological assessments using case formulation methodology;
- Assess psychological suitability of staff for posting to critical overseas locations;
- Develop and conduct training programs as required for both corporate and operational staff;
- Maintain appropriate professional and organisational records;
- Assist in the provision of advice, reports and recommendations to management;
- Build and sustain internal and external relationships with key customers and stakeholders;
- Engage in regular, open and effective communication with all team members; and
- There is a requirement for some travel and for occasional availability outside standard work hours for this position.

Education and qualification requirements

The following education, qualifications and/or experience are essential:

- Current unconditional registration with AHPRA as a Psychologist;
- Masters of Psychology (e.g. Clinical, Forensic, Organisational or equivalent);
- Eligibility for full membership of the Australian Psychological Society;
- Demonstrated effective communication skills;
- Expert knowledge of clinical or forensic psychology best practice requirements;
- Expertise in a range of psychometric tools; and
- Demonstrated experience in assessment and case formulation in an evidence-based practice framework.

The following demonstrated experience will be highly regarded:

- Five years experience following post-graduate qualification;
- Experience working in a multidisciplinary team or organisation;
- Expertise in conducting complex risk based/security assessments; and
- Experience in the provision of training.

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.