



Candidate Information Pack

HUMAN RESOURCE
PROFESSIONALS

LEVEL 4 TO LEVEL 6

Position details

Title	Human Resource Professionals
Classification	L4 – L6
Location	Canberra
Salary Range	L4: \$97,148 - \$101,338 L5: \$105,013 - \$113,141 L6: \$116,245 - \$133,968
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 roles

Our Human Resource (HR) practitioners directly impact our ability to deliver operations. As a team we are committed to attracting, developing and retaining the best people to enable our operations overseas.

We are seeking professional and motivated HR team members to contribute to our HR Branch experience in the following specialisations: Workforce Analytics and Reporting, Workforce Planning and Strategy/Organisational Design, Recruitment, Workplace Relations and Workplace Behaviours.

Workforce Analytics and Reporting: Roles in this team are responsible for leveraging data to support decision-making and meet reporting requirements and obligations. These roles ensure accurate workforce reporting, identify trends and provide actionable insights to enhance organisational effectiveness. You will have a level of experience working with data, Human Resource Information Systems (HRIS) and data visualisation tools.

Workforce Planning and Strategy/Organisational Design: Roles in this team establish people and workforce strategies and frameworks that are aligned with current and future business needs and organisational goals. Our planners, strategists and designers provide expert guidance and support to key stakeholders on people and workforce matters. This involves analysing workforce data to identify needs, develop HR solutions to workforce issues and implementing strategies or frameworks to achieve desired outcomes.

Recruitment: Roles in this team plan and conduct the full life cycle of recruitment activities for ASIS, from marketing and outreach, stakeholder management, delivery of recruitment campaigns and candidate engagement. Refining selection methodologies and developing a positive candidate experience throughout a selection and on boarding continuum is a high priority for this team.

Workplace Relations: Roles in this team develop and interpret contemporary HR policy, enterprise agreement provisions, guidance materials and fact sheets that support a fair, consistent and high-performing workplace. Your work will influence how employees and leaders understand and apply key people management frameworks, supporting a culture grounded in integrity, respect and accountability.

Workplace Behaviours: Roles in this team are required to deliver timely, high-quality advice and case management services across a range of complex employment and workplace relations matters. You will require a high standard of professionalism, clear written verbal communication, effective stakeholder engagement and the ability to manage competing priorities.

Role responsibilities

- Support continuous improvement of HR processes, templates and guidance materials
- Manage complex and competing priorities to meet deadlines and deliver consistent, high-quality advice
- Understand and work within legislative frameworks and internal policy frameworks
- Provide accurate, contemporary and solution-focused HR advice to employees, managers and SES
- Develop and implementing relevant policies and process documentation
- Contribute to and/or manage specialist HR projects and outcomes including planning and implementation
- Build strong working relationships across the organisation and collaborate effectively within the team
- Exercise sound judgement and discretion
- Mentoring and supervising junior level staff
- Provide general administrative support and assistance
- Promote high levels of customer focussed service

Core skills

In line with [AHRI Capability Framework](#), we encourage applicants with the following skills and attributes to apply:

- Strong written communication
- Analytical and interpretive skills
- Research and critical analysis
- Legislative and policy application
- Sound judgement and problem-solving
- Stakeholder engagement
- Time and priority management
- Team collaboration
- Adaptability and continuous improvement

Education and qualification requirements

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

- HR specific knowledge and/or qualifications
- Experience in understanding HR policies
- Training or certification in investigations, workplace behaviour management, conflict resolution or HR case management
- Familiarity with Australian public sector frameworks and relevant legislation
- Experience in HR advisory roles, case management, or complex people-related matters in government or regulated sectors
- Experience or qualifications in data analysis, data visualisation or Business Intelligence

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.