



Candidate Information Pack

INTELLIGENCE OFFICER
LEVEL 4

Position details

Title	Intelligence Officer
Classification	Level 4
Location	Canberra
Salary Range	\$97,148 - \$133,968
Contact	Recruitment Phone: (02) 6261 3100
Closing Date and Time	Please refer to website for closing date.

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.

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

An ASIS Intelligence Officer plans, develops and manages intelligence operations in accordance with relevant legislation and Australian government requirements. You will use your exceptional interpersonal and relationship skills, high-level training and sound judgement to collect intelligence from overseas. Often working in ambiguous and unstructured situations, Intelligence Officers require excellent communication skills and high levels of maturity to build effective relationships with people from diverse cultures and backgrounds. Intelligence Officers serve in a wide range of locations overseas as well as in Canberra.

Role responsibilities

- Plan and conduct intelligence operations using good operational judgement
- Liaise with foreign intelligence or security services
- Identify and manage risk
- Solve complex problems
- Interact with people from diverse cultures and backgrounds
- Intelligence Officers undergo comprehensive training prior to commencing any role.

Core skills

To succeed as an Intelligence Officer, you will need to demonstrate:

- exceptional interpersonal skills in order to build strong relationships with people;
- personal presence and impact, with a proven ability to interact effectively with people from diverse cultures and backgrounds;
- excellent written communication skills;
- high levels of maturity and self-management skills, with excellent judgement and the ability to assess risk;
- resilience and self-motivation, with a determination to achieve results in difficult and high –pressure environments; and
- the highest levels of personal integrity and professionalism, which ASIS will continue to support through comprehensive training and development programs.

What you need to be successful

Candidates are encouraged to consider the below selection criteria as the core skills when preparing their responses to the applicant questions in the online application, as each candidate will be assessed on their ability to demonstrate behaviours aligned to the competencies for the position.

- **Integrity** – You uphold the highest ethical standards, treat others fairly, maintain confidentiality and honour your obligations. You demonstrate accountability.
- **Ability to influence and negotiate** – You have presence and impact and are able to motivate and persuade others. You gain support for ideas/actions via influence, negotiation or manipulation.
- **Resilience** – You display self-confidence and self-control and maintain effectiveness, focus and productivity throughout adverse situations.
- **Analysis & Judgement** – You work with ambiguity, analysing complex situations, in order to generate alternative solutions and form balanced recommendations and conclusions.
- **Results focus** – You structure work effectively and apply initiative and perseverance until results are achieved. You strive for excellence.
- **Cultural & Social Sensitivity** – You build rapport, relationships and networks with people, regardless of their background, characteristics or situation. You find ways to share knowledge and support others by showing consideration and offering help.
- **Verbal & Written Communication Skills** – You gather and investigate information and viewpoints from a variety of sources through different means. You convey messages, ideas and findings clearly and appropriately.

Education and qualification requirements

The following education, qualifications and/or experience is essential prior to applying:

- a minimum three-year tertiary degree; AND
- 2+ years' professional work experience (post tertiary study or concurrent relevant work experience in your field of study); OR
- significant relevant work experience (7+ years) in lieu of a tertiary degree.

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
- A current driver's licence is a mandatory requirement.

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.

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. While we will do our best to meet your requirements, it is noted that the role of an IO and the environments that they operate in may preclude some adjustments.

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:

- Responses to the following questions:
 1. Why have you applied for ASIS and what attracted you to the Intelligence Officer role? (*maximum 500 words*)
 2. Tell us about your biggest disappointment (personal, professional or academic). How did you maintain motivation what would you have done differently in hindsight? (*maximum 500 words*)
 3. Please provide an example of a time where you have had to change your approach quickly (personal or professional) due to unforeseen circumstance. What was the circumstance, what was the outcome and what did you learn? (*maximum 500 words*)
 4. Tell us about a time when you have influenced somebody in order to achieve an outcome that was of benefit to you. (*maximum 500 words*)
- 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

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.

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.

Owing to the sensitivity of our work, you should not discuss your application with anyone. You will receive further guidance on discussing your application with your partner or a close family member during the recruitment process.