

Candidate Information Pack

LEARNING AND DEVELOPMENT OFFICER

Level 6

Position details

Title	Learning and Development Officer
Classification	Level 6
Location	Canberra
Salary Range	$120,199 – $138,523
Contact	Recruitment Phone: (02) 6261 1849
Closing Date and Time	Please refer to the date on the 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

ASIS Learning and Development Officers are at the forefront of preparing our people to conduct and support human intelligence operations across the organisation. The Service thoroughly prepares its people to work and operate in a complex world, and Learning and Development Officers maintain wide relationships, up-to-date skills, and best practice training methodology to achieve these outcomes.

Learning and Development roles provide a uniquely expansive experience across the Service with operations and enabling functions requiring considered, specific training outcomes for their needs.

The Learning & Development officer role is responsible for contributing to the ongoing development, planning, coordination, delivery, assessment and record keeping requirements of training for ASIS operations. With a strong focus for continuous improvement, the officer will be required to build and maintain strong relationships with operations teams to ensure currency and relevance of training.

The role requires a dynamic team player who enjoys working with stakeholders, team members and individually on projects. You will be able to meet tight deadlines and work to support ASIS priorities.

Role responsibilities

- Development, preparation, maintenance and presentation of quality learning and development work, some of which is complex in nature;
- Establish, enhance and promote effective internal and external stakeholder relationships by collaborating with operational and corporate branches and team to understand their training needs and develop and implement relevant solutions;
- Use expertise, good judgement and in-depth knowledge of the organisation, branch, role and functions to anticipate training issues and develop key improvements and resolve queries as they arise;
- Leverage individual and team subject matter expertise and in-depth technical knowledge to provide accurate and specialised advice and deliver on allocated tasks and projects.

Core skills

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

- Excellent written and verbal communication skills, with an ability to produce clear, accurate, impactful training programs and deliver with confidence;
- Demonstrated ability to work in a high tempo environment managing a range of competing priorities in a changing environment;
- Demonstrated experience applying critical analysis and creative thinking to solve complex problems and achieve outcomes;
- Ability to collaborate across diverse teams to achieve One Mission outcomes.

Education and qualification requirements

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

- Qualifications in teaching, education or Certificate IV in Training and Assessment;
- Experience designing and developing learning content across a variety of formats
- Experience contributing to or leading the delivery of training courses;
- Experience in planning, coordinating, and/or administrative support;
- Experience in developing and maintaining successful client/customer relationships; and
- Experience in administering, managing or using learning management systems.

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, Release 2026 section 18.5 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.