



Candidate Information Pack

Ministerial, Governance
and Cabinet Liaison
Officers

Level 5 – 6

Position details

Title	Ministerial, Governance and Cabinet Liaison Officers
Classification	Level 5 - Level 6
Location	Canberra
Salary Range	\$108,584 - \$138,523
Contact	Recruitment Phone: (02) 6261 1849
Closing Date and Time	Tuesday 6 October 2026 at 23:59 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

These roles offer a unique opportunity for the successful applicants to contribute to high-level decision-making and gain a comprehensive understanding of ASIS's work within the broader whole-of-government context. All roles work directly with ASIS's most senior leaders and collaborate with a diverse range of stakeholders across the Service, and other government agencies. The roles provide valuable exposure to strategic issues and the development of government policy.

Ministerial Officer

Ministerial Officers serve as strategic enablers, supporting both the Director-General and SES in driving ASIS's mission and national security objectives. Ministerial Officers facilitate seamless interaction between different business units, senior leaders, and the Foreign Minister's Office, to coordinate decision making on the most important issues facing ASIS.

Governance Officer

Governance Officers provide high-level secretariat and governance support to senior management and key governance committees within ASIS. These positions play a critical role in supporting the effective functioning of executive committees, contributing to the Service's strategic direction and corporate governance frameworks.

Cabinet Liaison Officer

Cabinet Liaison Officers support ASIS's engagement with whole-of-government Cabinet processes. Cabinet is the core decision-making body of the Australian Government, comprised of senior ministers who collectively determine government policy and priorities. Cabinet Liaison Officers ensure the Service is effectively supporting ASIS leadership and the Minister for Foreign Affairs in Cabinet-related matters.

Role responsibilities

MINISTERIAL OFFICERS

- Coordinate input from various business units for Ministerial submissions.
- Conduct quality assurance checks and liaise with line areas to address and resolve identified issues.
- Coordinate clearance of products with various senior stakeholders and facilitate the provision of cleared products to the Minister's Office.
- Ensure relevant stakeholders are advised of outcomes and requests for information.
- Facilitate oversight inspections.
- Develop and maintain positive relationships with stakeholders, including via the provision of training.

GOVERNANCE OFFICERS

- Provide support to governance committees and senior management, ensuring the timely preparation of agendas, papers, minutes and action items.
- Develop and maintain strong working relationships with executive management, and internal teams to ensure alignment with strategic goals and governance obligations.
- Serve as a key point of contact for stakeholders on governance matters, ensuring efficient and effective communication.
- Assist with the development of forward work plans.
- Monitor and report on committee performance.

CABINET OFFICERS

- Manage the coordination of Cabinet Submissions from across government, including associated meeting materials.
- Provide advice to line areas and senior executives on Cabinet matters.
- Support the Director-General and other SES to attend key meetings, including the National Security Committee of Cabinet (NSC) and the Secretaries Committee on National Security (SCNS).
- Prepare and quality-assure briefings and meeting packs.
- Build and maintain relationships with the broader Cabinet Liaison Officer network across government.

Core skills

Our ideal candidate will have:

- Adaptability, self-awareness and maturity.
- Excellent verbal and written communication skills, with a high attention to detail and the ability to confidently engage with senior stakeholders.
- Highly developed time management, organisation and coordination skills.
- An ability to work under limited direction, using initiative and judgment.
- Proven ability to establish and maintain productive relationships with diverse stakeholders.
- An ability to be professional, discreet and maintain confidentiality.

Experience requirements

The following education, qualifications and/or experience are not essential, but will be highly regarded:

- Previous experience in policy, Ministerial, Parliamentary, governance, secretariat, executive support roles, or with the Cabinet process will be highly regarded.

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 applications 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.