

Candidate Information Pack

Operations Enabling Officer Level 6

Position details

Title	Operations Enabling Officer
Classification	Level 6
Location	Canberra
Salary Range	$120,199 - $138,523 (plus superannuation and applicable allowances)
Contact	Recruitment Phone: (02) 6261 3100
Closing Date and Time	Please refer to website for closing date and time.

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

Operations Enabling Officers are a distinct occupation within ASIS, who use their experience to conduct ground, maritime and air operations in often austere environments while accepting some personal risk to deliver outcomes for the Australian Government. Operations Enabling Officers are recruited for their varied backgrounds, demonstrated judgement and experience in arduous environments. The role requires strong leadership skills, strategic thinking, project management, being able to build culturally diverse relationships and the ability to make quick decisions under pressure.

As an Operations Enabling Officer, you will work overseas as an individual or as part of a team to provide specialised support to enable ASIS operations across a spectrum of overseas environments. Operations Enabling Officers play a crucial role in the management of operational and enterprise risk and will bring their previous experiences and skillsets to directly support ASIS operational planning and the execution of operations.

Role responsibilities

- Plan and conduct complex operations
- Enable ASIS operations by providing support and subject matter expertise
- Contribute to operational compliance, including risk management
- Maintain specialist skills and/or currency of qualifications
- Ensure readiness to deploy overseas

Core skills

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

A minimum of 10 years' relevant operational experience (showcasing tactical, operational planning and leadership) from one (or more) of the following areas:

- Military: Special Operations (SO) qualified
- Military: Combat Officers Advanced Course (COAC) qualified (or equivalent)
- Police: Federal or State Police Tactical Group (PTG) qualified.

Education and qualification requirements

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

- operational coalition or multi-agency experience
- capability development and project management experience
- foreign language skills
- living and working internationally
- leading and working in small teams
- tertiary or industry qualifications.

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 of 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 to 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:

- a maximum 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 applicants 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.