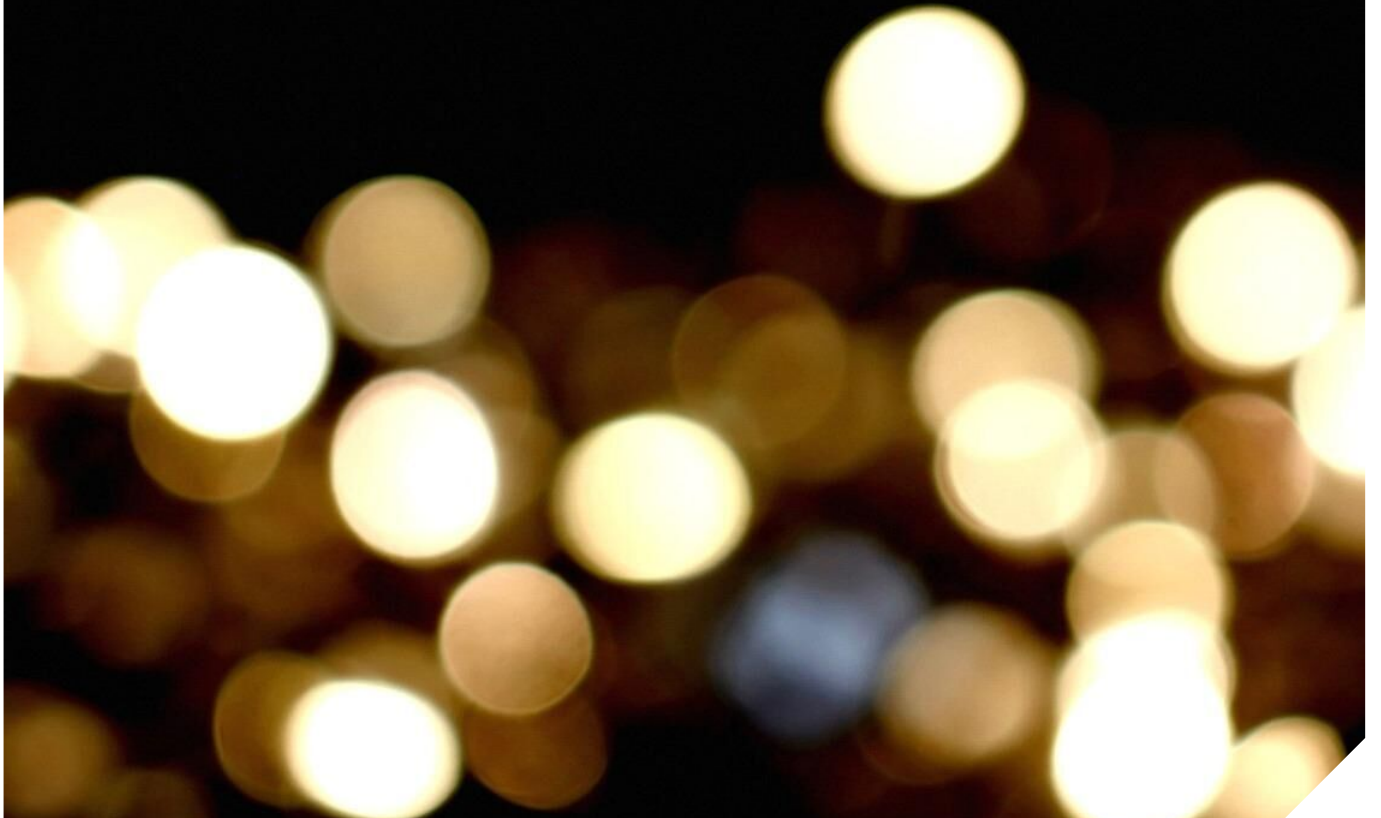




Candidate Information Pack

Personnel Security
Specialists – Various
Level 4- 6

Position details

Title	Personnel Security Specialists - Various
Classification	Level 4 – Level 6
Location	Canberra
Salary Range	\$100,451 - \$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

We are seeking personnel security specialists to fill a range of current and future vacancies across the following areas:

- Insider Threat Investigations
- Security Investigations
- Negative Vetting (NV)
- Clearance Maintenance
- Information Security
- Security Governance and Training

The roles will contribute to building our personnel security capabilities, both as an authority vetting agency and sponsoring entity. We require dynamic team players who enjoy working with stakeholders, team members and individually on projects.

Role responsibilities

Key responsibilities of the functions of the various roles throughout Personnel Security Branch include:

- Undertake personnel security activities.
- Ongoing clearance maintenance activities including the analysis of information related to the ongoing suitability of PV/TS-PA clearance holders.
- Proactively identify, assess, and mitigate security risks through regular threat, vulnerability, and risk assessments. Develop and implement security strategies and plans to mitigate identified risks.
- Conduct personnel security inquiries, analysis and investigations.
- Develop and maintain effective relationships with key internal and external stakeholders. Liaise with external security agencies and stakeholders to share information and best practices, and to coordinate security responses.
- Conduct thorough investigations to determine the cause and impact of security related incidents.
- Develop and implement corrective actions to prevent recurrence and enhance overall security posture.
- Conduct sensitive security related interviews.
- Contribute to the creation and maintenance of security policies, processes, plans and guidance, ensuring they remain relevant and responsive to evolving requirements. Provide advice on security policy matters to ASIS decision makers and officers, fostering a culture of security risk awareness
- Promote a strong security culture within ASIS by delivering security awareness training and education programs. Develop and deliver training materials tailored to

different employee groups to ensure they understand their security responsibilities. Provide tailored security briefings and advice.

- Manage to completion the NV security vetting process in accordance with the Protective Security Policy Framework (PSPF) and related policies and guidelines within specified timeframes.

Core skills

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

- Demonstrated high level reasoning and problem-solving skills;
- Excellent verbal and written communication skills e.g. clear, succinct and confident communicator in a range of situations, including vetting interviews;
- Highly-developed organisation skills with good attention to detail;
- Research and analytical skills, including the ability to use, manipulate and exploit data to support decision-making;
- The ability to build and maintain productive working relationships with a wide range of stakeholders;
- Adaptability, resilience, and the ability to work in a high tempo environment;
- A willingness and ability to work in a high security office environment; and
- Ability to work independently and as part of a team.

Education and qualification requirements

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

- Certificate IV in Government Security (Personnel Vetting) or willingness to obtain.
- Certificate IV in Government Investigations or willingness to obtain.
- Knowledge of the Protective Security Policy Framework and/or TS-PA Standard.
- Experience encompassing the Core Skills outlined above.

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.