



Candidate Information Pack

Risk Management and Policy
Professionals

Level 6- Executive Level 1

Position details

Title	Risk Management and Policy Professionals
Classification	L6 – EL1
Location	Canberra
Salary Range	\$120,199 - \$175,338
Contact	Recruitment Phone: (02) 6261 1849
Closing Date and Time	Monday 31 August 2026 at 23:59 AEST

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

Risk Management Professionals L6 – EL1

Risk Management Professionals define and develop enterprise level policies and frameworks to identify, control, monitor and report on ASIS's risk exposure across the Service at the enterprise and functional level. Risk Management Professionals provide an enterprise view of ASIS's risks, enabling coordinated risk mitigation and a centralised evaluation of risk control effectiveness.

Policy Officer Professionals L6 – EL1

Policy Officer Professionals drive strategic policy development and implementation that supports and aligns with the unique mission of ASIS. Policy Officer Professionals provide high quality strategic advice that is timely, accurate and persuasive, and is underpinned by analysis, stakeholder consultation and awareness of important policy developments across government and internationally. The Officers ensure that policy enhances the Service's ability to undertake its activities.

Role responsibilities

Under limited/broad direction, Risk Management and Policy Professionals will be responsible for the following key duties:

RISK MANAGEMENT PROFESSIONALS

Planning and Coordination

- Plan, design, implement and maintain risk management frameworks and policies across ASIS - for both enterprise risks and functional risks.
- Adapt risk management frameworks and policies as required, ensuring they remain relevant and responsive to evolving requirements.
- Coordinate consistent risk identification, assessment, recording, controls and reporting at an enterprise level.
- Identify, analyse, control and report on enterprise risks (financial, security and counter intelligence, intelligence edge, people and culture, technology and license to operate).

Reporting

- Obtain regular updates from risk owners on enterprise risks and associated controls.
- Conduct periodic assessments of control impact.
- Formulate periodic assessments of cumulative and combined risk at an enterprise level.

- Provide periodic and exception reporting to risk owners, relevant seniors and governance bodies on enterprise risk status.

Guidance and Advice

- Provide advice and support on risk management matters and practices, fostering a culture of compliance and risk awareness.
- Conduct training and provide updates on risk management practices and expectations.

POLICY OFFICER PROFESSIONALS

Policy Research & Analysis

- Conduct research and analysis to support policy development and implementation on a range of ASIS activities.
- Identify policy issues relevant to ASIS's intelligence and security functions.
- Develop evidence-based rationale to support policy changes that align with national security priorities

Policy Development & Drafting

- Develop and draft strategic policy documents that support the Service's mission.
- Contribute to the development and finalisation of policy documents, ensuring they align with relevant legislation, national security objectives, and ASIS's operational requirements.
- Incorporate feedback from stakeholder consultation, including input from intelligence and security specialists, into policy instruments and solutions

Advice & Support

- Provide high quality, timely, accurate, and persuasive advice on policy matters, with a focus on supporting the Service's mission.
- Conduct research and analysis to support advice, ensuring it aligns with government requirements and priorities.
- Maintain accurate records of policy advice and decisions, adhering to relevant security protocols and ensuring the protection of sensitive information.

Implementation, Monitoring and Evaluation

- Support the implementation, monitoring, and evaluation of policies that impact the Service's mission.
- Contribute to the development of supporting infrastructure and processes for policy implementation.
- Monitor policy performance indicators, ensuring they align with ASIS's strategic goals and making recommendations for ongoing improvement.

In addition to the above, Risk Management and Policy Professionals at Executive Level 1 are also expected to:

- Lead a team and identify learning and growth opportunities.
- Set tasks that align with the strategic objectives of the organisation.
- Negotiate confidently and persuasively.
- Exemplify resilience and inspire a positive team culture.

Core skills

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

- Demonstrated ability to build and maintain strong and productive working relationships with key stakeholders.
- Ability to exercise independent judgement, critical thinking and innovative problem-solving in a complex and changing environment.
- Ability to deliver training, guidance and support to areas across the Service.
- Ability to deliver frank and fearless advice and guidance.
- Demonstrated ability in applying legislation, policy and procedural framework to support sound decision making.
- Strong ability to communicate clearly and effectively, both in writing and verbally, specifically when developing policy, submissions and briefings.
- Ability to manage sensitive matters with discretion and confidentiality.

Experience requirements

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

- Experience in risk management and/or policy.
- Experience in strategic thinking and development, including a background in strategic policy, or related area.

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.