



Candidate Information Pack

First Assistant
Director-General
Operations – SES Band 2

Position details

Title	First Assistant Director-General Operations
Classification	Senior Executive Service Band 2
Location	Canberra
Contact	Recruitment Phone: (02) 6261 1849
Closing Date and Time	Monday 12 October 2026 11.59pm 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

The ASIS First Assistant Director-General Operations, is responsible for the conduct of effective operations across a Headquarters-based Division. It is a high-level and high-profile strategic position that contributes significantly to the management and leadership of ASIS.

The First Assistant Director-General Operations, will drive operational activities in line with government priorities and manage risk across a range of operating environments. The successful applicant will align the operational efforts of their Division to meet organisational objectives and strategy; to enhance ASIS efforts against key operational targets; and to ensure their Division and ASIS can proactively respond to challenging and continually changing global intelligence priorities.

The First Assistant Director-General Operations will lead their Division through close collaboration with SES counterparts across the Service. They will also work in close collaboration with senior officers in the Australian National Intelligence Community and other government agencies.

The First Assistant Director-General Operations will oversee and drive the operational efforts of, officers in Australia and overseas undertaking delivery of diverse operational outcomes, through clearly articulated strategic vision. The position involves significant engagement with foreign liaison counterparts, and has responsibility for ensuring that outcomes are achieved in compliance with the regulatory framework within which ASIS operates, and in accordance with key risk protocols.

The successful applicant will have extensive experience in the planning, conduct and management of intelligence operations; and a demonstrated ability to deliver organisational outcomes against complex work programs; build and maintain high level strategic relationships; manage operational risk at senior levels and provide outstanding strategic direction and leadership. The successful applicant will also have the demonstrated ability to operate in accordance with, and actively promote, ASIS's values and ethical standards.

Role responsibilities

Key responsibilities of the First Assistant Director-General Operations role include:

- Provide leadership and strategic direction for the Division and organisation
 - Drive nimble and innovative operations in line with government requirements
 - Ensure effective and timely executive decision-making
 - Demonstrate commitment to and promotion of the ASIS Values

- Contribute to ongoing capability development to support ASIS now and into the future
 - Anticipating and advancing long term Divisional goals and organisational capabilities in response to changing global and technological developments
 - Participating actively in the ASIS Senior Leadership team to set organisational culture, nurture talent and engender shared purpose
- Maintain key stakeholder relationships and represent the organisation at cross-agency, and international levels
 - Establish strategic relationships across the NIC and other government agencies to enable effective development of whole-of-government approaches to intelligence priorities
- Ensure the effective management of corporate and operational risk
 - Ensure strong, transparent and well-communicated governance and risk management systems operate to examine and mitigate organisational risks
 - Provide timely and considered advice for the Director-General on operational activities
- Ensure the effective management of resources
 - Effectively utilise resources to ensure operational agility and organisational responsiveness
 - Contribute to the evolution of policy in line with organisational and whole-of-government needs
 - Ensure ASIS's long-term sustainability through operational assets

Core skills

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

- Demonstrated performance at SES Band 2 level in accordance with APSC Integrated Leadership System, Work Level Standard and the Secretaries' Charter of Leadership Behaviours
- Proven ability to provide outstanding strategic direction and senior leadership, particularly in an intelligence capacity
- Extensive experience in the planning, conduct and management of intelligence operations, including as an SES officer and overseas
- A demonstrated ability to deliver organisational outcomes against complex work programs
- An ability to build and maintain high level strategic relationships
- Demonstrated experience in managing enterprise-level operational risk

Education and qualification requirements

The following education, qualifications and/or experience are mandatory:

- Extensive experience in planning, delivering and managing intelligence operations, including as an SES officer and overseas. Experience planning, delivering and managing *foreign* intelligence operations is highly desirable.
- A comprehensive and sophisticated understanding of national security issues
- Recent professional development

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.

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.

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.