



Candidate Information Pack

CORPORATE

SENIOR EXECUTIVE SERVICE
BAND 1

Position details

Title	Corporate
Classification	Senior Executive Service Band 1
Location	Canberra
Contact	Executive Intelligence Group – Tricia Searson or Karina Duffey Phone: (02) 6232 2200
Closing Date and Time	Please refer to date on 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.

Our strength is our people. ASIS officers come from all walks of life, with different skills, interests and backgrounds.

ASIS is a diverse and inclusive workplace, where our people are empowered through authenticity and a sense of belonging to achieve their potential and contribute to a shared purpose and mission. 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+.

The role

ASIS is seeking to create a merit pool for SESB1, senior leadership roles in the Capability, Corporate Management and Transformation Group (Assistant Director-General roles). Assistant Directors-General are senior leaders within ASIS and are responsible for strategically leading their function to deliver on key organisational objectives.

As a key member of the senior leadership team, you will contribute to the broader strategic leadership of ASIS and provide expert advice and assistance to senior executives. You will have a demonstrated capacity to work collaboratively, anticipate opportunities, manage risk, resolve complex issues and provide strategic direction and leadership. You will maintain key stakeholder relationships and represent the organisation at the cross-agency level. You will ensure effective management of resources including people, finances, technology and other assets, championing a continuous improvement culture and working with your senior leaders to build branch and organisational capability.

As an Assistant Director-General SESB1, you will lead and manage a branch within the Capability, Corporate Management and Transformation Group, with roles ranging from (but not limited to) audit and compliance; cabinet, ministerial and parliamentary support; crisis management and contingency planning; finance; governance and enterprise risk; human resources; Information and Communication Technology; program and project management; property and facilities management; security including cyber security; organisational transformation; and strategic planning and coordination.

Key duties include:

- Provide leadership and strategic direction for the relevant branch and organisation
- Ensure effective and timely executive decision-making through the management of key organisational governance mechanisms
- Establish and maintain 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 organisational risk through people and resources
- Managing resources to ensure the effective management of the branch to achieve organisational objectives
- Contribute to ongoing capability development to support ASIS now and into the future
- Participating actively in the ASIS Senior Leadership team
- Commitment to and promotion of the ASIS Values

Education and qualification requirements

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

- Significant senior level experience in area of expertise;
- Industry/government experience in executive leadership roles with a proven track record of achieving strategic outcomes;
- Capacity to engage and influence stakeholders;
- Demonstrated ability to manage and motivate diverse teams;
- Formal qualifications in a relevant field, preferably at post graduate level;
- Comprehensive experience in leading and managing complex work programs or transformation programs; and
- An understanding of national security issues is highly desirable.

The successful applicant will also have the demonstrated ability to operate in accordance with, and actively promote, ASIS's values and ethical standards.

How to apply

Candidates are required to provide a resume and a written one-page pitch. We ask that candidates provide examples that support their claims against the key duties, highlighting demonstrated experience in their area/s of expertise.

To apply, please obtain selection documentation for Ref No. **1036** from www.executiveintelligencegroup.com.au.

All applications must be submitted through the Executive Intelligence Group Website.

If, after reading the selection documentation, you require further information, please contact Tricia Searson or Karina Duffey on (02) 6232 2200.

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.

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.

Whilst 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

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.

Additional information

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.