

Candidate Information Pack

Security Officer

Level 3

Position details

Title	Security Officer
Classification	Level 3
Location	Canberra
Salary Range	$87,427 - $97,612
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

ASIS has opportunities for people to join our Canberra-based security team. Our Security Officers work on a 24/7 roster and duties include maintaining a safe and secure environment by monitoring personnel access, security equipment and alarms within ASIS. They will also be responsible for conducting security patrols, detection and response to security vulnerabilities, and providing a 'front of house' point of contact for ASIS staff and visitors.

As a Security Officer you will be a reassuring presence, conducting searches where necessary, monitoring security systems and responding to alarms and incidents as they arise. You will deal with emergencies, acting as incident control officer until relieved, and contribute to health and safety in the workplace, delivering first aid if required.

To be successful in these roles, you will need sound judgement, a reasonable level of fitness, excellent people and customer service skills including the ability to communicate with others clearly and concisely. You will stay calm under pressure and have a proven track record in time management, organisation and basic IT skills.

Most importantly we will need people with a strong team ethic and an enthusiasm for self-development as you will be continually learning and sharing your experience with others.

Previous experience is highly regarded although not essential as training is provided. This training coupled with on the job coaching will familiarise you with our systems and procedures.

Role responsibilities

- Contribute to the delivery of a safe and secure operating environment;
- Comply with and implement relevant policies, procedures and service standards;
- Develop and maintain significant customer and stakeholder relationships;
- Carry out duties as a member of a cohesive supportive team of Security Professionals
- Monitor and maintain a safe and secure operating environment for ASIS which may include:
  - Access control;
  - Monitoring and responding to security alarms;
  - Processing visitors and issuing passes;
  - Detecting, responding to and reporting security vulnerabilities and incidents;
  - Updating security databases; and
  - Providing a 24-hour point of contact for communications including general staff enquires.

Core skills

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

- Sound judgement;
- Strong communication skills – the ability to communicate clearly and negotiate confidently;
- Strong attention to detail and time management skills;
- A proven track record in teamwork; and
- Demonstrated experience in providing excellent customer service.

Education and qualification requirements

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

- Previous experience in monitoring specialist computer/security systems
- Demonstrated experience in irregular work patterns (i.e. shift work);
- General understanding of security functions and processes;
- Current Driver's Licence;
- First Aid qualifications or the ability to undertake training; and
- Experience in customer service-related roles.

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, 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:

- 500-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.

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.