



Candidate Information Pack

Assistant Director,
Ministerial, Cabinet and
Parliamentary
Executive Level 1

Position details

Title	Assistant Director, Ministerial, Cabinet and Parliamentary
Classification	Executive Level 1
Location	Canberra
Salary Range	\$150,072 - \$175,338
Contact	Recruitment Phone: (02) 6261 1849
Closing Date and Time	Tuesday 6 October 2026 at 23:59 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 Assistant Director is responsible for leading ASIS's Cabinet and Ministerial teams. They ensure the seamless coordination and delivery of related material to ASIS leadership and the Minister for Foreign Affairs. This role provides critical quality assurance over all Ministerial, Cabinet and Parliamentary outputs, ensuring they are aligned with the Director-General's priorities and requirements. The Assistant Director provides leadership and mentorship to the team while managing complex stakeholder relationships to represent ASIS's equities at the highest levels of government.

Role responsibilities

- Provide expertise across a broad range of activities relating to Ministerial, Cabinet and Parliamentary matters.
- Take responsibility for the delivery of team outcomes and monitor team progress in achieving these.
- Provide expert advice on processes, policy, complex problems and issues involving internal and external stakeholders.
- Recommend and assist in setting strategic direction for Ministerial, Cabinet and Parliamentary functions, while taking into consideration wider agency and whole of government implications when implementing decisions.
- Consider and effectively manage competing priorities.
- Undertake a range of ad-hoc project work to support the Ministerial, Cabinet and Parliamentary functions.
- Support a program of ongoing Ministerial, Cabinet and Parliamentary literacy across ASIS.

Core skills

Our ideal candidate will have:

- Adaptability, self-awareness and maturity.
- Excellent verbal and written communication skills, with a high attention to detail and the ability to confidently engage with senior stakeholders, including the Director-General.
- Highly developed time management, organisation and coordination skills.
- An ability to work under broad direction, using initiative and judgment.
- Proven ability to establish and maintain productive relationships with diverse stakeholders.
- An ability to provide leadership and mentorship to the team and deliver team outcomes.
- An ability to be professional, discreet and maintain confidentiality.

Experience requirements

The following education, qualifications and/or experience are not essential, but will be highly regarded:

- Previous experience in policy, Ministerial, Parliamentary, governance, secretariat, or executive support roles, or experience with the Cabinet process would be highly valued but is not essential.

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.