



Candidate Information Pack

Director Learning and
Development Operations
EL2

Position details

Title	Director Learning and Development Operations
Classification	EL2
Location	Canberra
Salary Range	\$171,497 - \$202,365
Contact	Recruitment Phone: (02) 6261 1849
Closing Date and Time	Monday 23 February 2026 11:59pm

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 Director of Learning and Development Operations (LDOPS) is responsible for many of the Service's operational training courses which includes a variety of training for all operational officers and many corporate officers. While the team is currently focused on training delivery, there is also the opportunity to contribute to training needs analyses, designing and developing new training and evaluating training to ensure it remains fit for purpose. Director LDOPS is also responsible for the coordination and administration of staff pre-posting training which includes effective coordination with external stakeholders.

The Director will work closely with other Learning and Development teams, each with a separate focus. The LDOPS team includes a mix of operationally trained officers and corporate officers. A sound understanding of ASIS and its role in the National Intelligence Community are essential to this role. The successful candidate will have a proven track record in building and maintaining strong relationships, stakeholder management, and managing competing priorities to deliver multiple projects simultaneously through harnessing the strengths of a diverse team. The role offers a unique opportunity to experience both the corporate and operational sides of ASIS which is not easily found.

Role responsibilities

The following is an overview of key responsibilities and tasks:

- manage the LDOPS team, monitoring activities and resolving issues as they arise;
- represent the section and provide reporting to key stakeholders;
- maintain an informed understanding of ASIS within the NIC and the government;
- anticipate key issues that have a strategic and operational impact on the section;
- manage the development and revision of operational training policies, business processes and systems within LD Branch;
- manage the design, development, delivery and evaluation of ASIS training;
- contribute to analysis on ASIS's training requirements and priorities;
- liaise, support and build rapport with training participants and other stakeholders, and maintain effective relationships with management and staff;
- build effective relationships with other teams within the Branch, empowering them to deliver results;
- Direct involvement in delivery of training (including presenting and facilitating training where qualified to do so); and
- overall management of pre-posting training

Core skills

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

- A sense of curiosity, open mindedness and new ways of thinking to enable innovation;
- An interest in working with a diverse team of people to meet unusual training requirements;
- Strong project management skills;
- A strong interest in managing people from a wide range of backgrounds and experience; and
- An interest in building training that meets the needs of national security professionals now and into the future.

Education and qualification requirements

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

- demonstrated effective workplace management and leadership skills, including the completion of relevant Leadership and Management courses;
- significant experience in project management;
- understanding of ASIS's mission and core business to enable the development and delivery of relevant training;
- demonstrated experience in the delivery of contemporary methods in adult education and experiential learning;
- demonstrated experience in designing, developing, delivering and evaluating training; and
- a formal qualification in education or training would be desirable.

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 staff relocating 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

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.

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.