



Candidate Information Pack

Assistant Director-
General Operations – SES
Band 1

Position details

Title	Assistant Director-General Operations
Classification	Senior Executive Service Band 1
Location	Canberra
Contact	Recruitment Phone: (02) 6261 1849
Closing Date and Time	Monday 26 October 2026 11.59pm AEST

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

Assistant Director-Generals are senior leaders within ASIS responsible for strategically leading their function to deliver on key organisational objectives.

The role of Assistant Director-General Operations requires an ability to thrive in a demanding and high-pressure environment, to manage a range of capabilities and resources and to enable the delivery of successful operational outcomes in response to priority government requirements. The successful applicant will also be expected to contribute actively to the broader strategic leadership of ASIS as key members of its Senior Leadership Team.

The successful applicant will have extensive experience in the planning, conduct and management of intelligence operations; and have a demonstrated capacity to work collaboratively, anticipate opportunities, encourage creativity, resolve complex issues and provide outstanding strategic direction and leadership across the Branch and the Service. Communication skills of the highest order are an essential requirement, as is the ability to operate in accordance with, and actively promote, ASIS's values and ethical standards.

Given the nature of ASIS's work, effective and efficient management of our human, financial, communication, physical and other resources is fundamental to the success of the Service in delivering its unique product for the Australian Government. The position of influence that the successful candidate will occupy within the Service will reflect this importance and will be a guiding consideration during the selection process.

Role responsibilities

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

- Oversee the support to and coordination of a diverse program of intelligence activities.
 - Ensuring complex operational planning, superior risk management, and compliance with relevant internal guidelines / policy and external legislation
- Lead and set direction for the Operational Branch and its staff
 - Ensuring the support to and coordination of operational outcomes that contribute to the national interest in accordance with government priorities
 - Ensuring branch outcomes are achieved in compliance with the regulatory framework in which ASIS operates
- Contribute to ASIS's overall strategic direction and objectives
 - Participating actively in the ASIS Senior Leadership Team, and contributing to strategic decision making
 - Enacting ASIS strategic direction daily

- Build and sustain senior-level professional relationships with customers and stakeholders
 - Creating and contributing to cooperative relationships that facilitate Whole-of-Government intelligence outcomes in Australia and overseas
 - Working effectively across cultural and social divides to deliver successful intelligence outcomes
 - Representing ASIS at inter-agency and international fora on key intelligence, policy and operational issues
- Manage Branch resources, including people, finances, technology and other assets
 - Promoting an environment of ongoing staff engagement, innovation and professional excellence
 - Ensuring efficient and effective use of all resources in line with approved budgets and plans
 - Commitment to and promotion of the ASIS Values

Core skills

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

- Demonstrated performance at SES Band 1 level in accordance with APSC Integrated Leadership System, Work Level Standard and the Secretaries' Charter of Leadership Behaviours
- Proven ability to provide strategic direction and senior leadership, particularly in an intelligence capacity
- Experience in the planning, conduct and management of intelligence operations, including as an Executive Level 2 officer and overseas
- Exceptional people, leadership and change management skills
- Superior coaching and mentoring skills
- A demonstrated ability to deliver organisational and government outcomes against complex work programs
- An ability to build and maintain strategic relationships
- Demonstrated experience in managing corporate and operational risk

Education and qualification requirements

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

- Experience in the planning, conduct and management of intelligence operations, including as an Executive Level 2 officer and overseas.
- Experience planning, delivering and managing *foreign* intelligence operations is highly desirable.
- Considerable leadership experience in delivering intelligence outcomes
- A comprehensive 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.