



# Candidate information pack

COMPLIANCE AND ASSURANCE DIRECTORS  
EXECUTIVE LEVEL 2

## Position details

Title	Compliance and Assurance Directors
Classification	Executive Level 2
Location	Canberra
Salary Range	\$171,497 to \$202,365
Contact	Recruitment Phone: (02) 6261 1849
Closing Date and Time	Monday 23 February

## 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.

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## The role

ASIS is looking to fill Compliance and Assurance Director positions in various Legal and Compliance teams with a focus on legislative compliance and assurance; capability, information, and identity protection; and facilitating the provision of information where appropriate, and subject to suitable controls, to entities outside of ASIS. These positions will involve managing and leading teams, managing complex and sensitive matters, coordinating between internal and external stakeholders, providing advice and management of key assurance functions in ASIS, and providing informed advice to ASIS teams and leadership.

ASIS's Legal and Compliance teams are dedicated to fostering a strong culture and ensuring ASIS operates within the bounds of relevant laws and policies. This is achieved by monitoring and addressing non-compliance, promoting compliance awareness and literacy, and maintaining a cooperative relationship with external oversight and other key stakeholders. Roles will proactively identify, assess and mitigate risks and, where appropriate, enact plans to mitigate identified risks.

The roles require dynamic managers and team players who enjoy working with stakeholders and team members, but who can also operate independently on projects as required. You will be able to meet tight deadlines and work to support ASIS priorities.

## Role responsibilities

The following is an overview of key responsibilities and functions:

- Lead and manage teams with a focus on supporting and developing staff, and inculcating a strong integrity culture
- Coordinate complex and sensitive projects and bodies of work, with a view to compliance, capability protection and/or assurance risk mitigation
- Support oversight, review activities, and external investigations
- Provide training and education
- Develop policies and provide guidance - including providing independent, informed advice to ASIS teams and leadership
- Drive activities to deliver business process uplift with a focus on continuous improvement
- Manage and lead on complex internal and external stakeholder relationships

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## Core skills

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

- High integrity
- Excellent judgement and discretion
- Excellent verbal and written communication skills
- A demonstrated ability to manage complex internal and external stakeholder relationships
- Commitment to leading and developing teams

## Education and qualification requirements

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

- Experience working in the National Intelligence Community and/or a deep understanding of the risks that agencies face in relation to information or identity protection
- A deep understanding of the legislative and oversight landscape that underpins ASIS operations and functions
- Experience in analytical, capability protection or risk and assurance positions
- Experience and/or qualifications relating to, business administration, risk management, capability protection and/or compliance functions

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## 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](https://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](https://protectivesecurity.gov.au), section 12 provides information on Eligibility and suitability

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## 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](http://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.

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## 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.