



Candidate Information Pack

Senior Executive Service Band 3
DEPUTY DIRECTOR-GENERAL
CAPABILITY, CORPORATE MANAGEMENT
AND TRANSFORMATION

Position details

Title/s	Deputy Director General – Capability, Corporate Management and Transformation
Classification	Senior Executive Service Band 3 – 5 year non-ongoing contract
Location	Canberra
Contact	Executive Intelligence Group – Karina Duffey Phone: (02) 6232 2200
Closing Date and Time	Thursday 11 June 2026

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.

Our strength is our people. ASIS officers come from all walks of life, with different skills, interests and backgrounds.

ASIS is a diverse and inclusive workplace, where our people are empowered through authenticity and a sense of belonging to achieve their potential and contribute to a shared purpose and mission. 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 LGBTIQ+.

The role

Deputy Director-General – Capability, Corporate Management and Transformation SES Band 3

Reporting to the Director-General ASIS, and working in close collaboration with Deputy Director-General Operations, the Deputy Director-General, Capability, Corporate Management and Transformation, is responsible for:

- Developing and maintaining the operational and corporate capabilities of the organisation;
- Managing large scale transformation programs; and
- Managing organisational risk and long-term financial sustainability, to ensure that ASIS can proactively respond to challenging and evolving global demands.

The Deputy Director-General, Capability, Corporate Management and Transformation is a high-profile position, providing executive leadership across the organisation. The position works in close collaboration with Ministers and senior stakeholders across the Australian National Intelligence Community (NIC), broader Commonwealth Government, industry, and international partners.

The Deputy Director-General, Capability, Corporate Management and Transformation, in close consultation with the Director-General ASIS and Deputy Director-General Operations, determines key capability and corporate policy directions for the organisation, and is responsible for ensuring appropriate governance arrangements are in place for timely executive and strategic decision making.

The successful applicant will have a demonstrated ability to:

- Deliver organisational outcomes against complex work programs;
- Build and maintain high-level strategic relationships;
- Manage organisational risk;
- Provide outstanding strategic direction and leadership; and
- Operate in accordance with, and actively promote, ASIS's values and ethical standards.

This role is for a contract period of 5 years with an extension option. The position is Canberra based, with conditions of service similar to those in the Australian Public Service, including superannuation. The successful candidate will be required to obtain and maintain the highest-level security clearance and hold Australian citizenship.

Key Responsibilities

- As an inspiring and empowering leader, provide executive leadership and strategic direction for the organisation, and in particular the Capability, Corporate Management and Transformation Group.
- Advance ASIS's strategic objectives and adapt the organisation for the future, ensuring ASIS is aware of, and responds proactively to, continually changing global and technological developments.
- Ensure organisational governance frameworks are operating effectively to promote transparency, integrity and performance excellence.
- Strengthen strategic partnerships across the NIC, broader Commonwealth Government, industry and international liaisons to build trust, innovation, and a fit-for-purpose and sustainable ASIS operating model.
- Ensure the effective management of organisational risk, and ensure strong, transparent and well-communicated governance and risk management systems are in place.
- Ensure financial stability and the effective management of organisational resources through effective organisational-wide financial analysis and planning, ongoing executive engagement on key financial matters, and proactive external stakeholder engagement.
- Ensure ongoing capability – particularly technological – development to support ASIS now and into the future.
- Promote and enact the ASIS Values.

Education and qualification requirements

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

- Significant industry/government experience in senior/executive leadership roles with a proven track record for achieving high-quality strategic outcomes;
- High level capacity to engage and influence a broad range of stakeholders;
- Executive leadership and success in delivering results through other senior leaders;
- A current and comprehensive understanding of national security issues; and
- Formal qualifications in a relevant field, preferably at post graduate level.

How to apply

Candidates are required to provide an unclassified resume and an unclassified written one-page pitch (maximum 500 words). Candidates are required to outline how, having regard to the core skills, they have demonstrated significant outcomes relevant to each criteria as well as the capabilities and behaviours that underpin them.

To apply please visit the Executive Intelligence Group website www.executiveintelligencegroup.com.au – Job reference no: **1057**.

Selection criteria

The criteria below are applied with selecting Senior Executive Service (SES) positions. Please note that it is not necessary to address the capabilities and behaviours individually.

Shapes strategic thinking

- Shows judgement, Intelligence and common sense;
- Thinks strategically;
- Harnesses information and opportunities; and
- Shows judgement, intelligence and common sense.

Achieves Results

- Builds organisational capability and responsiveness;
- Marshalls professional expertise;
- Steers and implements change and deals with uncertainty; and
- Ensures closure and delivers on intended results.

Cultivates productive working relationships

- Nurtures internal and external relationships;
- Facilitates co-operation and partnerships;
- Values individual differences and diversity; and
- Guides, mentors and develops people.

Exemplifies personal drive and integrity

- Demonstrates Public Service professionalism and probity;
- Engages with risk and shows personal courage;
- Commits to action;
- Displays resilience; and
- Demonstrates self-awareness and a commitment to personal development.

Communicates with influence

- Communicates clearly;
- Listens, understands and adapts to audience; and
- Negotiates persuasively.

Job Specific Requirements

- Maintains an appreciation of wider security issues and requirements; and
- Demonstrated skills and experience relevant to ASIS's current needs as outlined in the role description.

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

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.

Additional information

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.