



# Candidate Information Pack

OPERATIONS ANALYST EL1

## Position details

Title	Operations Analyst
Classification	EL1
Location	Canberra
Salary Range	\$145,137 - \$169,572
Contact	Recruitment Phone: (02) 6261 1849
Closing Date and Time	Thursday 26 <sup>th</sup> February 2026 at 11:59pm (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.

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## The role

As an experienced Operations Analyst, you will be a leader within a Headquarters-based team. You will work to plan, enable and support intelligence outcomes for ASIS, including delivering impact through direct involvement with collection activities, data analysis or distribution of intelligence products to key customers within the Australian Government. You will collaborate with a range of specialised contributors to drive outcomes in line with the Australian Intelligence Missions (AIMs). These specialists may include HUMINT collectors, linguists, technical specialists as well as secondees and integrees from partner agencies.

Operations Analysts work within a team to understand and apply critical thinking and contemporary analytical tradecraft as part of the intelligence cycle to validate information and evaluate opportunities. An Executive Level 1 Operations Analyst will be expected to have exemplary communication skills in order to enable and support decisions at the strategic, operational and tactical levels. Successful candidates must have the ability to thrive in demanding and high-pressure situations, including in overseas locations when required.

The role aligns intelligence opportunities to government requirements; supports administration, planning and execution of secure and compliant operations, and communicates operational outcomes to relevant stakeholders.

An Executive Level 1 Operations Analyst will undertake work with a degree of complexity and sensitivity. They must exercise creativity, seize the initiative and work with independence to perform an important leadership role within teams - this includes fostering a culture of innovation and change. Employees at this level will be responsible for coaching and guiding staff.

This is a Canberra based position with requirement for short term overseas travel to engage with overseas posted officers or international partners.

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## Role responsibilities

### Support to Operations

- Manage collection priorities by translating customer requirements into operational objectives.
- Collaborate across the agency, including overseas elements, to coordinate the resources and capabilities required to enable ASIS operations.
- Develop, coach and mentor staff, including performance management, conflict resolution and identification of training needs.
- Create, review and disseminate intelligence products.
- Apply critical thinking and contemporary analytical tradecraft to solve unique and complex problems.

### Liaison & Customer Relationships

- Represent ASIS and engage National Intelligence Community partners, policy agencies and foreign liaison partners to deliver impact for Australia.
- Contribute to the preparation of correspondence, including, ministerial submissions and internal briefings.

### Risk Management

- Identify and treat risk through the application of ASIS's risk management framework.

### Innovation and Change

- Encourage a culture that values creativity and continuous improvement. Including the development and implementation of new approaches to intelligence collection operations.

### Legal, Governance & Assurance

- Provide advice on ASIS's legislative framework, particularly with regard to compliance and oversight mechanisms.

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## Education and qualification requirements

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

- Demonstrated expertise in research and analysis;
- Proficiency in techniques or technology which assist the collection, mining, manipulation, fusing, exploitation and visualisation of data;
- Demonstrated proficiency undertaking open-source research;
- Relevant tertiary qualifications;
- Demonstrated experience producing superior written material for Government;
- Well established networks or productive working relationships with a range of stakeholders within the National Intelligence Community; and
- Relevant experience in a national security or intelligence related role.
- Experience in roles working within multi-agency or cross-portfolio environments.
- Other relevant skills/expertise (e.g. foreign language expertise).

## 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)

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## 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).

The criteria in the ILS is applied when selecting for EL1 positions. When considering applicants, Selection Advisory Panels will seek evidence of performance against each of the criteria and may use a range of methods to identify work outcomes, capabilities and behaviours that demonstrate performance.

It is therefore in the interests of candidates to present their application in a way that demonstrates significant outcomes associated with each of the criteria, as well as the capabilities and behaviours that underpin them. (Please note that it is not necessary to address the capabilities and behaviours individually).

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.