

Selection Documentation

Security Administration Officer

Level 5

\$105,013 - \$113,141 p.a. plus superannuation

ABOUT US

ASIS is Australia's overseas secret intelligence collection agency. Its mission is to protect and promote Australia's vital interests through the provision of intelligence services as directed by the Government. Its work can involve collecting intelligence relating to national security, international relations and economic issues. It also contributes to Australia's coordinated national efforts against terrorism, proliferation of weapons of mass destruction, and trans-national issues such as people smuggling.

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+.

WHAT WE OFFER

- A competitive salary
- A career with a difference making a direct contribution to Australia's national security
- A unique working environment where the work is stimulating and our people matter
- Ongoing training and personal development opportunities
- Ongoing employment with opportunity for part-time or flexible work hours
- Generous leave provisions

This role is office based in Canberra.

ROLE

There are multiple Level 5 Security Administration Officer positions available that will join a high performing team responsible for undertaking Negative Vetting (NV) security clearances and associated clearance maintenance activities.

The Security Administration Officer will be responsible for conducting first line analysis of gaps, anomalies and discrepancies in vetting information and / or managing ASIS NV security clearances once they are granted and active. The role involves liaison with internal and external stakeholders. The Security Administration Officer will be able to exercise discretion and sound judgement in providing general security advice to stakeholders based on relevant legislation and policy.

Security-related experience is not required and on-the-job training will be provided. However, the successful applicant is expected to be able to follow set processes and work well as part of a team. In addition, they will be able to work in a fast-paced work environment with the ability to multi-task.

KEY RESPONSIBILITIES AND TASKS

Under limited direction, the role will be responsible for the following key responsibilities and tasks:

- Reviewing security clearance documentation in accordance to the Protective Security Policy Framework (PSPF) requirements and ASIS procedures;
- Being the point of contact for candidates in the pack review stage of vetting; including requesting documentation and monitoring return of information;
- Ensuring accurate data entry and maintenance of digitised records;
- Contributing to compliance, including risk management and mitigation;
- Developing and documenting NV and clearance maintenance procedures;
- Providing general security advice to internal and external stakeholders which aligns with best practice, policy and legislation;
- Supporting best practice workflows within the team; and
- Working as part of a team contributing to the development and delivery of the NV and clearance maintenance capability.

CORE SKILLS

The following is an overview of skills required to succeed in the role:

- High level organisation skills and attention to detail;
- Effective written and verbal communication skills;
- Ability to follow processes, multi-task and adapt to changing priorities;
- Ability to work independently and as part of a team.

EDUCATION, QUALIFICATION AND EXPERIENCE REQUIREMENTS

There are no formal educational requirements for this role however the following will be highly regarded:

- Experience encompassing the Core Skills outlined above.
- Familiarisation with the Protective Security Policy Framework.

We are dedicated to building a diverse and inclusive workforce, so if you are excited about this role but your past experience doesn't align perfectly, we encourage you to apply.

SELECTION CRITERIA

Candidates are not required to provide a separate written response to the ILS capabilities (below), however, candidates are encouraged to consider the capabilities in preparing their application, as each candidate will be assessed on their ability to demonstrate behaviours aligned to the capabilities for the position.

For more information on the ILS, tips on applying for jobs in the Public Service, go to the APSC website found at www.apsc.gov.au.

Supports Strategic Direction

- Supports shared purpose and direction;
- Thinks strategically;
- Harnesses information and opportunities; and
- Shows judgment, intelligence and common sense.

Achieves Results

- Identifies and uses resources wisely;
- Applies and builds professional expertise;
- Responds positively to change; and

- Takes responsibility for managing work projects to achieve results.

Supports Productive Working Relationships

- Nurtures internal and external relationships;
- Listens to, understands and recognises the needs of others;
- Values individual differences and diversity; and
- Shares learning and supports other.

Displays Personal Drive and Integrity

- Demonstrates public service professionalism and probity;
- Engages with risk and shows personal courage;
- Commits to action;
- Promotes and adopts a positive and balanced approach to work; and
- Demonstrates self-awareness and a commitment to personal development.

Communicates with Influence

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

HOW TO APPLY

Applicants will need to apply **ONLINE** via our website and will be required to submit a maximum 500 word pitch outlining their skills and experience for the role on offer along with a comprehensive resume detailing their work history.

Applicants are encouraged to consider the capabilities when preparing their application, as this will form the basis of selection assessment. For more information and tips on applying for jobs in the Public Service, search 'Joining the APS' at www.apsc.gov.au.

APPLICATIONS CLOSE: 7 July 2025 at 11:59pm AEST

ELIGIBILITY

Candidates must be Australian citizens.

The successful candidate will be required to obtain and maintain the highest-level security clearance.

REASONABLE ADJUSTMENTS

All requests for reasonable adjustments will be considered and managed in consultation with you. We will continue to ask you if you require reasonable adjustments at each stage of the process. If you are successful in gaining employment, reasonable adjustments can also be made available to you in performing your role.

WHAT HAPPENS NEXT?

You may receive a SMS requesting you to complete online testing. Please ensure you complete this as your application will not be progressed otherwise.

Please do not tell anyone about your application with our organisation at this stage of the process as doing so may harm your suitability for employment with us.

A merit list will be established for candidates who are suitable and will remain valid for a period of 18 months.

We thank you for the time and effort you have put into your application; however we are unfortunately unable to provide feedback to unsuccessful candidates.