



Candidate Information Pack

OPERATIONS ENABLING
OFFICER
LEVEL 6

Position details

Title	Operations Enabling Officer
Classification	Level 6
Salary Range	\$116,245 - \$133,968 plus superannuation* <i>*Total remuneration package comprises salary and applicable allowances</i>
Contact	Recruitment Phone: (02) 6261 1849
Closing Date and Time	Please refer to date on website

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 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

Operations Enabling Officers are a distinct occupation within ASIS, who use their experience to conduct ground, maritime and air operations in often austere environments while accepting some personal risk to deliver outcomes for the Australian Government.

As an Operations Enabling Officer, you will work overseas as an individual or as part of a team to provide specialised support to enable ASIS operations across a spectrum of overseas' environments. Operations Enabling Officers play a crucial role in the management of operational and enterprise risk and will bring their previous experiences and skillsets to directly support ASIS operational planning and the execution of operations.

Operations Enabling Officers are recruited for their varied backgrounds, demonstrated judgement and experience in arduous environments. The role requires strong leadership skills, strategic thinking, project management, being able to build culturally diverse relationships and the ability to make quick decisions under pressure. This role merges officers' previous skills with ASIS methodologies to deliver unique support to ASIS activities that provide strategic impact for Australia.

Role responsibilities

The following is an overview of key responsibilities and tasks:

- Planning and conduct of complex operations
- Enable ASIS operations by providing support and subject matter expertise
- Contribute to operational compliance, including risk management
- Maintain specialist skills and/or currency of qualifications
- Ensure readiness to deploy overseas

Education and qualification requirements

Applicants are required to have specialist backgrounds, unique skillsets and extensive experience working in challenging environments. It is essential that applicants have dealt with tactical complexity, can demonstrate sound judgement and possess well-established problem-solving skills. Applicants will have demonstrated experience in the engagement and management of stakeholder relationships as well as the ability to deliver outcomes under pressure.

Operational Enabling Officers are expected to combine their prior specialist work experience (minimum 10 years) with ASIS qualifications and training in order to be capable of sound decision making and detailed operational planning to provide operational outcomes for ASIS. The training commitment requirement for the position is substantial. Applicants should be aware that they will be required to demonstrate a level of skills commensurate to their stated background in order to determine suitability to undertake the training requirement. Applicants will also be subject to complete and maintain a stated skills and physical fitness standard.

Essential experience includes:

A minimum of 10 years of relevant operational experience (showcasing tactical, operational planning and leadership) from one (or more) of the following areas:

1. Military - Special Operations (SO) qualified;
2. Military - Combat Officers Advanced Course (COAC) qualified (or equivalent); and/or
3. Police – Federal or State Police Tactical Group (PTG) qualified.

Desirable experience and qualifications include:

- Operational Coalition or multi-agency experience
- Capability Development and Project management experience
- Foreign language skills
- Living and working internationally
- Leading and working in small teams
- Tertiary or industry qualifications

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

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

How to apply

Click on "Apply Now" on our website on the role/s 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 outlining your employment history, academic qualifications and relevant training that you may have undertaken.

Applicants are encouraged to consider the Integrated Leadership (ILS) capabilities when preparing their application. For more information on the ILS, and tips for applying for jobs in the 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.

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. **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.