

Selection Documentation

Legal Officer

Level 5

\$92,297 - \$99,439

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.

Role

Are you looking for an exciting legal opportunity in the national security community? Joining a high performing team, you will provide legal services and advice to ASIS, in accordance with government and legislative requirements.

ASIS is seeking committed and experienced legal officers to work in the Legal Service Branch. Under the supervisor of ASIS's senior lawyers you will provide legal services and advice to ASIS, in accordance with government and legislative requirements.

Key Responsibilities and Tasks

Outlined below are the key areas of responsibility for Level 5 Legal Officers:

- Under the supervision of senior lawyers in the Legal team, deliver a high standard of legal services to ASIS as follows:
 - Provide legal and policy advice on sensitive and/or urgent operational matters
 - Provide legal advice on corporate law matters, including commercial/contracts matters and employment/staffing issues
 - Assist with litigation matters, including coordination and maintaining relationships with key internal and external stakeholders and external lawyers
 - Advise on draft executive documents, including Ministerial Submissions and briefing notes, and
 - Assist with legislation projects and responses to external Inquiries/Commissions
- Undertake legal research for the team.
- As part of a team, support training for ASIS staff on relevant legal/compliance issues, including preparation of materials and assisting with the delivery of training.
- Work collaboratively and communicate effectively with other sections in ASIS on legal/compliance issues.
- Provide paralegal assistance and administrative support to the Legal team, when required.

Core Skills

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

- Effective written communication and interpersonal skills;
- Effective analytical skills and a pro-active, collaborative approach to problem solving;
- Effective organisation skills and the ability to make sound judgements while covering multiple projects;
- Demonstrated maturity and ability to manage sensitive matters discreetly;

- Demonstrated experience in developing and maintaining successful client / customer relationships.

Education, qualification and experience requirements

The following qualifications are required:

- A Bachelor of Laws degree or equivalent, and
- Admission to practice law in an Australian State or Territory and eligibility to hold a restricted practicing certificate in the ACT.

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

- Post-qualification legal experience
- Excellent written and verbal communication skills
- Experience with the Australian Intelligence Community (AIC)/national security laws
- Extensive experience providing in-house legal services, and
- Experience in working within the public sector.

Capabilities

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.

Shapes strategic direction

- Inspires a sense of purpose and direction;
- Focuses strategically;
- Harnesses information and opportunities; and
- Shows judgment, intelligence and common sense

Achieves Results:

- Builds organisational capability and responsiveness;
- Marshals 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

Demonstrated experience and education relevant to the role.

Applicant Instructions:

To APPLY, please submit an application ONLINE via the website.

Applicants are required to submit an 800 Word written response outlining your claims against the duty statement for this role.

APPLICATIONS CLOSE: Monday, 22 August 2022

What Happens Next?

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.

You may be contacted via SMS regarding the next stage of the process.

A merit list will be established for candidates who are suitable and will remain valid for a period of 12 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.