



-

OPERATIONS ANALYST  
DEVELOPMENT PROGRAM  
LEVEL 4

-

## Position details

Title	2027 Operations Analyst Development Program
Classification	Level 4
Location	Canberra
Salary Range	\$97,148 - \$101,338
Contact	Recruitment Phone: (02) 6261 9907
Closing Date and Time	Thursday 2 April, 11:59pm AEST

## 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.

---

## The role

The Operations Analyst Development Program is an entry-level pathway for university graduates seeking a career in secret intelligence at ASIS.

Upon completion of customised training, you'll rotate through multiple teams to apply and build your analytical skills with specialist assistance and guidance. In this role you will be responsible for supporting ASIS operations and Intelligence Officers in the field. You will support operational activities in a range of ways which may include leads generation; risk analysis; the production of finished intelligence reporting; legal and compliance oversight; critical administrative support; broad customer engagement, and so much more.

## What to expect

Over the course of the 12-month program you will be provided with comprehensive training in intelligence analysis and reporting as well as the opportunity to develop and apply foundational technical and soft skills through workplace rotations, development initiatives and exposure events. You will apply your knowledge and abilities to real world issues in ways that both challenge and reward, and that encourage you to connect and collaborate.

In ASIS, we invest in our people so you will be supported and encouraged 100% of the way. You will have a workplace buddy and a mentor, along with guidance from peers and supervisors. That's in addition to the constant backing of your program managers.

At the conclusion of the program you'll be placed into a permanent role that leverages your new-found skills, experience and networks.

## What we are looking for

Diversity is critical to success so we are looking for applicants from a broad range of tertiary backgrounds. Beneficial skill sets for the program include:

- High-level written and verbal communication skills, with an ability to produce clear, accurate, and actionable advice
- Strong research and analytical skills, including the ability to use and manipulate exploit data to support decision-making
- A desire to build expertise on geographic, thematic or technical subjects
- An innovative and action-orientated mindset
- Self-awareness, adaptability and resilience.

---

## 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)

## Eligibility

To be eligible for the role you must:

- Have completed a university degree after January 2024 or be finishing an undergraduate degree or higher by March 2027
- Be an Australian citizen
- Be able to obtain and maintain a security clearance.

---

## 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:

- Academic transcript
- Current resume
- Recent photo
- Response to the following questions:

*Q1. Why are you applying for this development program, and why now?*

*Q2. What steps do you take in ensuring the accuracy and validity of your analytical findings, and how do you handle uncertainty in data?*

*Q3. What are the problem-solving traits/skills that you most value in yourself?*

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.

## Frequently asked questions

*What do I say to people about my application?*

We ask you to keep your application confidential. We understand this can be difficult, particularly with friends and family. When/if you progress through the recruitment process, we can provide further advice on how to handle this matter.

*Will I need to re-locate to Canberra?*

All roles are Canberra-based. We will assist with an initial financial re-location if you're currently living interstate.

*How often will you contact me?*

As the recruitment process involves obtaining a high-level security clearance it can be lengthy. There will be periods where you may not hear from us as we are progressing your application.

*Does ASIS have flexible working arrangements?*

Working in our environment means we can't work from home, but on the flip side it means we can't take work home either. You will have access to a range of flexible working arrangements that enables work-life balance.

*Is this the right program for me?*

This is an entry-level program designed to develop basic skills into a solid foundation of technical skills in intelligence analysis, as well as critical soft skills like communication, teamwork, and problem-solving. So, if you're a keen learner looking to fast-track your professional development, this entry-level program is the perfect starting point.