



SELECTION DOCUMENTATION ACTIVATE - GRADUATE PROGRAM

Graduates will begin at Level 4.1

Who we are



ASIS is Australia's overseas secret Human Intelligence collection agency. Our mission is to protect and promote Australia's vital interests through the provision of unique foreign intelligence services, as directed by the government. Our functions are set out in the *Intelligence Services Act 2001*.

We are an agency of extremely high ethics and integrity. We are responsible to the Minister for Foreign Affairs and Trade, and the Parliamentary Joint Committee on Intelligence and Security and are overseen by the Inspector General of Intelligence and Security, who reports directly to the Prime Minister.

ASIS's work relates to foreign intelligence, collecting on national defence, international relations and economic issues as well as coordinated efforts against terrorism, proliferation of weapons of mass destruction and trans-national issues such as people smuggling.

What we offer you starting early 2023



Put your skills to work in a whole new way with ACTIVATE – ASIS's graduate program.

Offering a rare chance to work within the Australian Secret Intelligence Service, ACTIVATE gives graduates on-the-job experience and training in one of the most unique, dynamic and fast-paced workplaces in Australia.

Over the course of the 12-month program, you'll learn how intelligence is gathered, reported and actioned. And unlike other graduate programs, you won't just be observing – regardless of which discipline you've studied, you'll be using your skills to help support actual intelligence gathering operations that advance Australia's national interest.

Package on commencement \$83,791 + superannuation

Who can apply?



Your participation in the ACTIVATE Graduate Program will be based on the following:

Eligibility: To be eligible for the Program you must be an Australian citizen.

Security Assessment: Applicants for the Program will be required to undergo a security assessment to obtain a high level security clearance.

Qualifications: The Program is open to Undergraduate and Postgraduate university students in their final year of study in 2022 or students who have graduated in 2021 or 2020.

Who is successful in our program

Applicants with the following skills

- ☒ Strong interpersonal and communication skills
- ☒ Flexibility and initiative to approach tasks with an open mind
- ☒ Strong strategic analytical and research skills
- ☒ Good team players
- ☒ Proven academic success and broad life skills
- ☒ Strong sense of responsibility
- ☒ High levels of honesty, integrity and discretion

Working in ASIS and what that means

- Canberra based
- Mon-Fri working week of 37.5 hours
- 22 days of annual leave + stand down time at xmas/new year

A Community Of People

Joining the ASIS team means working in a close-knit environment full of like-minded and motivated individuals. During the course of the ACTIVATE program, you'll move between three distinctive roles, giving you the chance to meet with staff from across the organisation. We think you'll find them to be as talented, inquisitive and hard-working as you.

What roles are there?



A clear path to a career in secret intelligence

ASIS are looking for ACTIVATE applicants with diverse skillsets from a range of academic backgrounds, with an interest in working in the national security community.



Keep your application a secret !
by not doing this can jeopardize your employment with us

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Should you be accepted into ACTIVATE, you'll have endless opportunities to apply the skills you have gained throughout your studies in ways you may have never thought possible. The roles available require the application of critical thinking, research, analysis and project planning – just to name a few. Rotating through a variety of areas within the Service as part of the program provides our graduates with the foundation to understand our organisation and the challenges of sustaining a complex and unique geographically dispersed workforce. It suits applicants from a wide-range of disciplines who are curious or have a genuine interest in intelligence work.

After successfully completing the Program, you could be placed into a variety of roles depending on your skillset and the priority needs of the Service. Below are areas you may end up working in:

Generalists/Intelligence Support Stream

Roles in intelligence require the application of critical thinking, research and analysis skills which contribute to operational planning, coordination and management. ASIS has a variety of intelligence support roles including Desk Officer, Reports Officer and Targeting Officer. You will also do one rotation in a corporate team to give you a broad understanding of the whole service.

Technical Stream

ASIS has a range of information technology, engineering and data science roles where you will develop technical capabilities critical operations and daily corporate functions. You will get to use cutting edge technology to support ASIS activities.

Finance Stream

ASIS Finance graduates will be exposed to three key areas of financial support; management accounting, divisional resource management and departmental finance. Advice provided by ASIS finance professionals contribute to real world outcomes.

What happens after the 12 month program?

Upon successful completion of the graduate year you will move to an ongoing position with skills and knowledge needed for a future career. When placed in your ongoing position, you will also receive a pay rise to the highest increment of our Level 4 salary range.

TESTIMONIAL

"Completing the ACTIVATE graduate program has been a great first step in beginning my career with ASIS. I have been able to actively contribute to different teams within the service and see direct impact through my work on intelligence operations. The development opportunities and mentoring from fellow officers has definitely been a personal highlight of the program. The learning curve is steep, but if you're someone who can apply their skillset to diverse situations and loves a challenge then ASIS is the place for you."

- Daniel, ACTIVATE Graduate

Before you apply

You'll need to make sure that you are:

- ☒ Eligible to apply
- ☒ Supportive of, and identify with our values
We are serious about them!
- ☒ Clear in how your experiences and skills (including any volunteer or extra curricular efforts) meet the position requirements
- ☒ Sure of the role your skills and experience are most relevant to
- ☒ Willing to undergo checks to gain and maintain a high level security clearance
- ☒ Accepting that this is a long application process and to let it happen in the background
- ☒ Not able to talk about your application with us to anybody at this stage
- ☒ Aware of the documents needed for your application

Where do I sign?



Apply online on the agency website answering the following questions: (word limit is 250 words for each answer)

Questions to answer

1. Why do you want to be a part of our Graduate Program and what makes you a good candidate?
2. Teamwork is important as an ASIS Graduate. Describe a time when you've been required to work in a team to complete a project. What was your contribution and what steps did you take to ensure the team worked productively to complete the task?
3. Problem solving and managing deadlines are important attributes for our Graduates. Describe a time when you've researched and solved a complex issue at work or university, working to a specific deadline. What steps did you take to ensure the issue was resolved by the due date?

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



Australian Government
Australian Secret Intelligence Service

ASIS

AUSTRALIAN
SECRET
INTELLIGENCE
SERVICE