

# Selection Documentation

## Security Vetting Officer

### Level 6

**\$100,263-\$115,550 plus superannuation**

---

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.

In addition to current vacancies, successful candidates will be placed in a merit pool which may be utilised to fill future vacancies over the next 12 months.

These positions are Canberra based, with conditions of service similar to those in the Australian Public Service, including superannuation. (The successful candidate will be required to obtain and maintain the highest level security clearance and Australian citizenship.)

#### **ROLE**

Security Vetting Officers make assessments and recommendations about an individual's suitability to hold a Positive Vetting security clearance in accordance with minimum standards set by the Protective Security Policy Framework (PSPF), and other policies and guidelines.

#### **KEY RESPONSIBILITY AND TASKS**

Outlined below are the key areas of responsibility for the Security Vetting Officer:

- Manage, to completion, the vetting security clearance process for allocated cases within specified benchmark timeframes;
- Research, organise and conduct interviews;
- Perform detailed analysis and assessment and make recommendations in high level written report from;
- Develop and maintain effective relationships with key internal and external stakeholders;
- Contribute to shared knowledge with personnel security and vetting groups;
- Undertake interstate travel as required.

#### **EDUCATION / QUALIFICATIONS / EXPERIENCE**

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

- Demonstrated high level reasoning and problem solving skills;
- Excellent verbal and written communications skills e.g clear, succinct and confident communicator in a range of situations, including vetting interviews;
- Comprehensive report writing skills;

- Demonstrated understanding and experience in dealing with cultural and social sensitivities (ability to find common ground and effectively build rapport, relationships and networks with people, regardless of their background, age, gender or ethnicity);
- A Diploma in Personnel Security (Vetting), a Cert IV in Government (Personnel Security), or the ability to complete a Cert IV; and
- A current driver's licence, ability and willingness to drive in the city or country areas.

## **SELECTION CRITERIA**

Candidates are not required to provide a separate written response to the ILS capabilities (below), however, candidates are encouraged to consider the below selection criteria when preparing their application, as each candidate will be assessed on their ability to demonstrate behaviours aligned to the competencies 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](http://www.apsc.gov.au).

### **Supports Strategic Direction**

- Supports shared purpose and direction;
- Thinks strategically;
- Harnesses information and opportunities; and
- Shows judgement, 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.

### **Job Specific requirements**

- Demonstrated experience and education relevant to the role.

---

## **APPLICANT INSTRUCTIONS**

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

You will be required to provide answers to the questions below and also provide a current resume which includes previous employment and educational qualifications.

1. Why are you applying for this role and what skills and attributes do you have that are transferable for the role of vetting officer?
2. Provide an example where you have had to rely on your effective verbal or written communication skills to negotiate an outcome or make a recommendation based on available information.
3. Provide an example where you have had to manage a body of work that required you to work autonomously, with flexibility and effective time management.
4. Provide an example of when you have had to interpret a policy or workplace procedure to achieve a positive outcome for your employer.

**Applications close: Monday, 31<sup>st</sup> January.**

---

### **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.