

SELECTION DOCUMENTATION

OPERATIONS ANALYST

Executive Level 2

Salary Range: \$171,497 - \$202,365

ASIS is Australia's foreign intelligence collection agency. We collect and distribute secret foreign intelligence, information which would be otherwise unavailable to Australia, to protect Australia and its interests.

ASIS works closely with other members of the National Intelligence Community to deliver Whole-of-Government outcomes. This active engagement and communication ensures a coordinated approach to intelligence activities and appropriate use of government resources. We operate as part of a wider group of intelligence allies, having close links to allied services and a range of ties with the intelligence services of other countries.

ROLE

As an experienced Operations Analyst, you will work within a geographic or thematic Headquarters-based team to enable operational outcomes, and support intelligence collection and distribution priorities to deliver impact against the Australian Intelligence Missions (AIMs). You will collaborate with a range of specialised contributors to generate operational impact. These may include HUMINT collectors, linguists, technical specialists, secondees and integrees from counterpart agencies and external agency customers.

Operations Analysts work within a team to understand and apply critical thinking and analysis techniques as part of the intelligence cycle to analyse information, evaluate opportunities and communicate to inform decisions at the strategic, operational and tactical levels.

The role aligns intelligence opportunities to government requirements; supports administration, planning and execution of secure and compliant operations, and communicates operational outcomes to relevant stakeholders.

An Executive Level 2 Operations Analyst undertake work with a high level of complexity or sensitivity and operate under broad direction. They exercise a significant degree of independence and perform an important leadership role. Employees at this level will be responsible for influencing and developing strategy, policies, priorities and operational practices in support of agency objectives based on high level decision-making and judgement.

EL 2 Operations Analysts provide a high level of advice to senior management and Ministers as well as coordinating and assuming responsibility for highly complex or sensitive projects or work programs that have strategic, political and/or operational significance.

EL 2 Operations Analysts are also responsible for initiating, establishing and maintaining strong relationships with key internal and external stakeholders and may lead a work team or teams.

This is a Canberra based position with requirement for short term overseas travel to engage with overseas posted officers or international partners.

KEY FUNCTIONS

Support to Operations

- Drive collection management by translating customer requirements into broad collection priorities and assess, through engagement with ASIS customers, the benefit and impact of operations.
- Collaborate with relevant SES, both overseas and Australia based, to develop and maintain a clear strategic direction for their teams, and implement work plans and priorities for their teams to enable ASIS operations.
- Develop, coach and mentor members of the Section, including performance management, conflict resolution and identification of training needs.
- Sustain the capability of the Section by managing staff, finances, work flow, and procurement.

Liaison & Customer Relationships

- Represent ASIS and engage National Intelligence Community partners, policy stakeholders, decision-makers in the Australian Government and foreign liaison partners to enable the delivery of ASIS's objectives and facilitate cross-agency planning and collaboration.
- Contribute to the preparation of correspondence, including, ministerial submissions and internal briefings

Risk Management

- Identify and treat risk through the application of ASIS's risk management framework.

Legal, Governance & Assurance

- Provide advice on the Intelligence Services Act 2001, particularly with regard to compliance with ASIS functions, to ensure activities are conducted in accordance with ASIS's legislative/policy framework, and to ethical standards.

Counter Intelligence

- Identify CI threats and collate relevant CI data to contribute to the safe conduct of operations.

Reporting and Targeting

- Some specific jobs also undertake specific functions.
 - An Operations Analyst performing a reporting function may include the creation, review and dissemination of Secret Intelligence reporting, and liaising with customers.
 - An Operations Analyst performing a targeting role support operations by employing targeting methodologies, data management and exploitation.

EDUCATION / QUALIFICATIONS / EXPERIENCE

One or more of the following education, qualifications and/or experience will be highly regarded:

- Demonstrated expertise in research and analysis;
- Proficiency in techniques or technology which assist the collection, mining, manipulation, fusing, exploitation and visualisation of data;
- Demonstrated proficiency undertaking open source (internet) and social media research;
- Relevant tertiary qualifications or work/life experience;
- Demonstrated experience producing superior written material for Government;

- Well established networks or productive working relationships with a range of stakeholders within the National Intelligence Community; and
- Relevant experience in a national security or intelligence related role.
- Experience in roles leading multi-agency or cross-portfolio engagements.
- Other relevant skills/expertise (e.g. foreign language expertise).

SELECTION CRITERIA

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Candidates are encouraged to consider the below selection criteria when preparing their responses in the online application, as each candidate will be assessed on their ability to demonstrate behaviours aligned to the competencies for the position.

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 confidently.

Job Specific Requirements

- Refer to the essential and beneficial education/qualification/experience requirements.

For more information on the ILS, tips on applying for jobs in the Australian Public Service, go to the APSC website found at www.apsc.gov.au.

HOW TO APPLY

You are required to provide a CV and a written 'pitch' (maximum 800 words) that demonstrates your suitability for the role.

The pitch is an opportunity to detail why you are the right person for the role. The Selection Committee want to know why you are interested in the role and what you can bring to the role.

APPLICATIONS CLOSE: Monday 13th October 2025 at 11:59pm (AEDT)

ELIGIBILITY

Candidates must be Australian citizens.

The successful candidate will be required to obtain and maintain the highest-level security clearance.

REASONABLE ADJUSTMENTS

All requests for reasonable adjustments will be considered and managed in consultation with you. We will continue to ask you if you require reasonable adjustments at each stage of the process. If you are successful in gaining employment, reasonable adjustments can also be made available to you in performing your role.

WHAT HAPPENS NEXT?

You may receive a SMS requesting you to complete online testing. Please ensure you complete this as your application will not be progressed otherwise.

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.

A merit list will be established for candidates who are suitable and will remain valid for a period of 18 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.