

# Selection Documentation

## Operations Enabling Officer

### Level 6

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

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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.

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.)

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

#### **Role**

As an Operations Enabling Officer, you will be a part of a deployable cadre of officers who provide specialised support to enable ASIS operations across the spectrum of overseas environments.

Operations Enabling Officer are recruited for their varied backgrounds, existing skillsets, demonstrated judgement and experience in arduous or complex environments. Operations Enabling Officer play a crucial role in the management of operational and enterprise risk.

The role will merge the officers' previous skills with ASIS methodologies to deliver unique support to ASIS activities.

#### **Key Responsibilities and Tasks**

The following is an overview of key responsibilities and tasks:

- Provide support and subject matter expertise in the planning of complex operations
- Enable ASIS operations
- Contribute to operational compliance, including risk management
- Maintain specialist skillsets as required.

#### **Education, qualification and experience requirements**

Applicants are required to have specialist backgrounds, unique skillsets and extensive experience working in challenging environments. It is essential that candidates have dealt with complexity and can demonstrate application of good judgement and problem solving skills. Applicants will have demonstrated experience in the engagement and management of stakeholder relationships as well as the ability to deliver outcomes under pressure.

Essential qualifications include:

- 10 years+ experience operating in complex environments;

- Demonstrated background or extensive skillsets in one (or more) of the following areas: paramedical, expeditionary medical, expeditionary logistics, technical, military, intelligence, tactical law enforcement, and/or complex planning.

Desirable qualifications include:

- Experience in coalition or multi-agency operations;
- Foreign language skills;
- International experience;
- Experience working in small teams;
- Tertiary qualifications.

## **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.**

Candidates are required to submit a maximum 800 word pitch outlining their skills and experience for the role on offer along with a comprehensive resume detailing their work history.

**APPLICATIONS CLOSE: Please refer to the website for closing date.**

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### **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.