

FAQs – INTELLIGENCE OFFICER

What happens to my application?

The selection and assessment period is lengthy. Your application is very important as it assists us to initially consider your claims against the criteria. Candidates who are assessed as demonstrating the strongest claims will be shortlisted and contacted by recruitment to undertake the next stage of the recruitment process.

The recruitment process usually includes psychometric testing, a written assessment, a phone interview and a two-day assessment centre in Canberra. These activities take place over the coming months with the final activity (assessment centre) held in December 2017.

What do I include in my statement of claims?

Your statement of claims is an opportunity to tell us why you are interested in the Intelligence Officer role, what you can offer us, and how your skills, knowledge, experience and qualifications are relevant to the values and job specific capabilities required for the Intelligence Officer role. We would like you to highlight any specific examples or achievements that demonstrate your suitability to be trained to undertake the IO role. In a nutshell – why should we hire you?

Are there any physical requirements?

There are fundamental physical and psychological capabilities an ASIO Intelligence Officer must possess in order to undertake the role safely and effectively. These include the ability to maintain high levels of attention to detail, concentration and memory when under pressure, to effectively communicate verbally with a diverse range of people, to walk without significant discomfort for several kilometers, drive a motor vehicle confidently and competently for extended periods of time in various traffic environments, and to sit without significant discomfort for extended periods of time in various environments, including public locations.

The Intelligence Officer program is purposely designed as intensive and highly demanding to prepare trainees to perform the role, and requires both physical and mental stamina and resilience. To undertake the Intelligence Officer Development Program (IODP) it is important that candidates are aware of the physical and psychological capability requirements and can confirm that they are capable of meeting these requirements.

ASIO will consider your ability to meet the physical and psychological capabilities both during the selection process for the traineeship and during the IODP itself. In doing so, ASIO may seek the opinion of a qualified medical practitioner.

What does the training involve?

During the first nine months you will undertake class and work-based practical training introducing you to the methodologies and concepts of intelligence work. You will learn to plan, develop and manage intelligence operations and practice the tradecraft required of an Intelligence Officer in ASIO.

The final three months is a structured workplace program to increase your skills through on-the-job-development working with experienced Intelligence Officers. After completing the IODP you will graduate and commence your first posting.

Do I need a Degree?

To be eligible for the Intelligence Officer role you must have completed an undergraduate degree in any discipline. A graduate diploma or extensive experience in a similar industry does not make you eligible to apply unless you have completed a three year undergraduate degree. A university degree provides evidence that you have the research and analytical skills we are looking for in an Intelligence Officer.

Working Conditions

Employment is under the *ASIO Act 1979*. Conditions are similar to those applying in the Australian Public Service. Salary packaging arrangements are available.

All employment decisions and selection processes within ASIO are based on merit principles. The duties of the appointment require a national security clearance. Preferred candidates must be assessed as suitable to hold a Positive Vetting security clearance and will be required to undergo psychological assessment and intrusive security and personal checking/assessment.

What will the salary be?

The salary range during the 12 month training program (IODP) is \$79,862 to \$85,731, plus superannuation. Upon successful completion of the IODP you will be promoted to ASIO Employee Level 6 (AE6) with a salary range of \$88,268 to \$99,459, plus superannuation.

Will I get feedback on my application?

If your application is not successful you will be advised in writing. If you'd like to reapply, you need to wait for two years before lodging another application for the Intelligence Officer role. We are unable to provide specific feedback to you in relation to your performance on any aspect of the recruitment process.

Do I need a current driver's license?

Yes, you will need a current driver's license to apply for the position of Intelligence Officer. We will accept applications if you currently have a provisional drivers license.

I'm going/living overseas. How does this affect my application?

The recruitment process of Intelligence Officer requires you to be in Australia. If you are currently residing outside of Australia, we ask you to delay your application until your return, unless you are prepared to travel to Canberra at your own expense to participate in specific recruitment activities. If you anticipate travelling overseas during the assessment process, please call the Recruitment Team 02 6257 4916 so we can discuss the dates and potential impacts.

Will I carry a firearm?

ASIO officers are not military or law enforcement officers and do not carry weapons. Whilst we work in collaboration with various law enforcement agencies our role is to provide security intelligence advice to the government of the day.