

UNCLASSIFIED



Candidate Information Pack

ASIO Corporate Graduate Program 2020

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Position Details	
Title	ASIO Corporate Graduate Program 2020
Location	Canberra
Salary	AE4/APS4 \$74,981- \$80,464* (plus 15.4 per cent superannuation)
Salary – Graduate Lawyer Program	AE5/APS5 \$82,281- \$88,333* (plus 15.4 per cent superannuation)
Contact	Recruitment 02 6257 4916
Closing Date	Monday 2 September 2019

*Includes 7.5 per cent service allowance.

As the nation's security service, the Australian Security Intelligence Organisation (ASIO) protects Australia from violent and deceptive efforts to harm its people and undermine its sovereignty.

This year ASIO celebrates 70 years of service to the people of Australia. Whilst much has changed in the Intelligence arena since our inception, our mission is just as important today as it was in 1949. ASIO performs its role in a complex and dynamic setting where we seek highly motivated people to work with us to achieve our mission.

The Program

Our Corporate Graduate Program is for university graduates seeking a career in our corporate areas. You need to have completed your university degree in the last five years, be willing to relocate to Canberra and able to commence work in August 2020.

The 12 month program offers on-the-job training and development enabling you to put your tertiary education into practice and learn from experts in the field. We will guide and mentor you enabling you to develop your skills, knowledge and confidence.

As ASIO Graduates, you will be given opportunities and encouraged to broaden your professional networks and interact with graduates from across the intelligence community.

What we are looking for

We are seeking motivated graduates seeking a career in one of the following areas. We are looking for a range of disciplines, including but not limited to:

- Law;
- Human resources;
- Information management;
- Graphic design and interaction design;
- Accounting/commerce/finance/audit;
- Economics;
- Learning and development; and
- Public relations and communications.

During the program you will develop a broad knowledge and understanding of ASIO's corporate environment. You will complete structured rotations, giving you first-hand experience across a range of corporate priorities and you will gain an appreciation of how each area contributes to the ASIO's mission.

The program is open to undergraduate and postgraduate university students in their final year of study in 2019 as well as those who graduated in the last five years.

Benefits of our Corporate Graduate Program

ASIO provides a number of benefits to its employees including:

- a competitive salary, including a 7.5 per cent service allowance to compensate for the requirement to maintain your Positive Vetting security clearance;
- employer superannuation contributions up to 15.4 per cent;
- a positive and modern approach to flexible working arrangements supporting work-life balance;
- study assistance, including financial support and study leave for tertiary education;
- access to an Employee Assistance Program (EAP);
- four weeks annual leave per year; and
- a variety of leave options to assist maintain your work-life balance and more.

ASIO is committed to fostering a diverse and inclusive environment, where all staff are valued and respected, in order to build a highly capable, innovative and adaptive workforce to achieve our purpose. We welcome and value applications from all eligible candidates irrespective of gender, sexual orientation, ethnicity, religious affiliation, age or disability. Aboriginal and Torres Strait Islander people are encouraged to apply.

In May 2019, ASIO was awarded silver level accreditation as an employer of choice at the Australian LGBTI Inclusion Awards, which celebrates Australia's top organisations for LGBTI inclusion.

As an ASIO Corporate Graduate you will have access to the following additional benefits:

- A 12 month graduate program including induction/orientation, regular formal training sessions, seminars and structured work rotations;
- Support throughout the program from the graduate team and an ASIO mentor; and
- Relocation allowance to assist with the costs of moving to Canberra to take up a position with the program.

Eligibility Requirements

To be eligible for the ASIO Corporate Graduate program you must:

- Be an Australian citizen;
- Be assessed as suitable to hold and maintain a Positive Vetting security clearance;
- Have completed an Australian-recognised undergraduate or postgraduate degree (minimum requirement is a bachelor degree) by 30 June 2020;
- Have completed your degree in the discipline you are applying for no more than five years ago; and
- Be willing and able to move to Canberra for placement in the duration of the program.

To be eligible for the Legal stream you must also:

- Have gained a Bachelor of Laws or a Juris Doctor from an Australian tertiary institution (or a comparable overseas qualification), completed no more than four years before the program starts; and
- Be eligible to enrol in a practical legal training course that leads to admission in Australia, eligible for admission in Australia, or admitted to practice in Australia.

How to apply

Click on **Apply Online** to commence your application, including:

- A succinct **two page** document (between 800 - 1000 words) outlining why you are the right person for the program. Include information on your motivations to join ASIO and what you would bring. Please specify the career stream you would like to pursue.
- Your application needs to include: your academic qualifications, professional experience and volunteer work, and examples to demonstrate your abilities in relation to oral and written communication; interpersonal skills, including an ability to build and maintain relationships.

Enquiries

Further information can be obtained by contacting Recruitment on **(02) 6257 4916** during business hours (AEST) and quoting reference number 151.

More information

For more information about ASIO, please visit: www.asio.gov.au