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Candidate Information Pack

Intelligence Officer January 2021

Recruitment Directorate |

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Position Details	Reference:
Title	Intelligence Officer
Location	Canberra
Job Title Classification	ASIO Intelligence Employee (IET)
Salary Range	\$82,281 - \$88,333 (plus 15.4% superannuation) for the first 12 months \$90,945 - \$102,480 (plus 15.4% superannuation) promotion to IE1.0 upon successful completion of 12 month training program
Contact	Recruitment – 02 6257 4916
Closing Date	Monday, 9 March 2020

The Opportunity

Australia's protection begins with our Intelligence Professionals.

The Australian Security Intelligence Organisation (ASIO) are seeking applications from talented Australians to help collect information, connect the dots and play a crucial role in providing advice to government on matters of national security.

We are looking for

ASIO is looking for people who demonstrate the ability to develop collaborative partnerships across all sectors of the community and have the capacity to quickly learn, or build on, existing analytical skills required to accurately assess information to produce security intelligence. We are also looking for people who are confident in delivering information to a range of stakeholders in written or verbal briefings.

If you enjoy a varied role, have good judgement, are comfortable engaging with people from all walks of life, and you're interested in a career in intelligence and national security, we encourage you to apply.

Intelligence Officers are required to demonstrate the following ASIO values and job specific capabilities:

ASIO values

Evolving

- Adapt: Anticipate and learn quickly
- Innovate: Feel safe to try new things
- Engage risk: Exercise judgement to maximise effect
- Are courageous: Voice and value opinions, and commit once decisions are made

Ethical

- Embody integrity: Do the right thing
- Build trust: Are lawful, impartial, authentic and open

Empowering

- Enable: Empower and develop our people and teams
- Include: Value diversity and build belonging
- Collaborate: Engage each other and our partners, respecting all views

Excelling

- Deliver value: Create impact, in the best way possible
- Drive accountability: Deliver on commitments and hold each other to account
- Are enterprise minded: Act on behalf of the whole Organisation

Job Specific Capabilities for Intelligence Officers:

- Provide impartial advice;
- Gather, research and analyse information to prepare written and oral briefings;
- Apply exceptional judgement;
- Operate independently and in teams;
- Demonstrate personal and professional resilience; and
- Demonstrate high level interpersonal and verbal communication skills

Following successful completion of our training program, where you will be based in Canberra for approximately 12 months, Intelligence Officers participate in 3-5 year role postings where they may move between analytical and operational roles as well as between various ASIO offices around Australia, as determined by organisational requirements.

Benefits

We are committed to building a diverse and inclusive workforce. We need to be capable, innovative and adaptive in order to achieve our purpose. All staff are valued and respected. We welcome applications from all eligible candidates, regardless of gender, sexual orientation, ethnicity, religious affiliation, age or disability. Aboriginal and Torres Strait Islander people are encouraged to apply.

Some of our benefits include:

- A competitive salary, including a 7.5 per cent allowance to compensate for the inconvenience of maintaining your security clearance and working in a secure environment;
- Employer superannuation contributions of 15.4 per cent;
- An 'if not, why not?' approach to flexible working arrangements for all job roles;
- Six staff-led diversity and inclusion networks;
- Study assistance, including financial support and study leave for tertiary education;
- Access to an Employee Assistance Program (EAP);
- 4 weeks annual leave per year; and
- A variety of leave options to assist maintain your work-life balance and more.

Eligibility

To be eligible for the Intelligence Officer role, you must:

- be an Australian citizen;
- have completed a 3 year undergraduate bachelor's degree before January 2021;
- be willing to relocate to Canberra for the training period (removalist costs are covered);
- be assessed as suitable to hold and maintain a Positive Vetting security clearance;
- be willing to be mobile throughout your career as an Intelligence Officer. This means potentially relocating to an Australian capital city every three to five years, noting the location will be determined by ASIO, based on organisational needs; and
- hold and maintain a current drivers licence (must be C class, with a Provisional licence as a minimum).

Application Process

The recruitment process for Intelligence Officers generally takes 6-12 months to complete. To enable your application to be processed through the various stages we require you to be contactable and available in Australia for each stage of the selection process. If you have any overseas travel planned during this time please contact Recruitment.

How to apply

Your application must be complete and include the following:

- A current resume (maximum two pages);
- A statement (between 800 – 1000 words) outlining why you are the right person for the position. With reference to the ASIO Capability Framework and the competencies listed, demonstrate what you would bring to ASIO.

Please advise us if you require any additional assistance in order to fully participate in the recruitment process or the workplace. This information will be held in strict confidence.