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Australian Government
Australian Security
Intelligence Organisation

Candidate Information Pack Executive Assistant

Levels: AE5 (APS5 equivalent)
AE6 (APS6 equivalent)

75
1949–2024

ASIO

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	VAN 014 2023/2024
Title	Executive Assistant
Location	Canberra
Classification	AE5 (APS5 level equivalent) AE6 (APS6 level equivalent)
Salary range	AE5 \$89,967 – \$96,567 (including service allowance) AE6 \$99,438 – \$112,037 (including service allowance)
Contact	ASIO Recruitment Email: careers@asio.gov.au Phone: 02 6257 4916
Closing date and time	Monday 29 April 2024 at 5:00pm AEST

The Organisation

The Australian Security Intelligence Organisation (ASIO) protects Australia and Australians from threats to their security. In a complex, challenging and changing security environment, our success is built on the imagination and intelligence of our team. ASIO's people are ordinary Australians but they do extraordinary things – they are our most important asset. To be successful in our mission, we need talented people who are highly capable, dedicated, adaptable and resilient.

We seek to reflect the diversity of the community we protect. ASIO is committed to fostering a diverse and inclusive environment, where all staff are valued and respected. We welcome applications from all eligible candidates, irrespective of gender, sexual orientation, ethnicity, religious affiliation, age or disability. Aboriginal and Torres Strait Islander Peoples are encouraged to apply. We are secretive about what we do, not what we value.

The opportunity

ASIO is currently seeking to fill various Executive Assistant positions at the AE5 (APS5) and AE6 (APS6) level.

These roles involve working closely with all functional areas across ASIO's enterprise as well as Australian government partner agencies to ensure timely and accurate advice can be provided relating to Australia's national security. As an Executive Assistant in ASIO, you will work in a high-tempo environment and contribute directly to mission outcomes, with exposure to a variety of ASIO work and activities. You will work closely with other Executive Assistants, and be part of a supportive network.

Role responsibilities

AE5 Executive Assistants:

- Provide comprehensive administrative and executive support to senior officers.
- Liaise effectively with a range of internal and external stakeholders, exercising judgement and professionalism to build productive working relationships.
- Manage and coordinate calendars and work schedules, providing logistical support including travel arrangements and senior level liaison commitments.
- Prioritise, triage and coordinate responses to tasks in accordance with expectations.
- Respond to incoming and outgoing communications.

- Prepare, collate and manage the timely distribution of meeting papers, meeting minutes, reports and briefs.
- Work collaboratively with the broader Senior Leadership team and other executive assistants.

In addition to the above, AE6 Executive Assistants:

- Prioritise and oversee the completion of tasks, undertaking analysis and thinking strategically to achieve outcomes in line with ASIO's mission.
- Streamline senior executive workflow and develop support processes to enhance efficiency.
- Undertake research and analysis, as directed.

What you will bring

We invite applications from people with the following attributes:

- Excellent administration and organisational skills with attention to detail, thoroughness and consistency.
- Strong communication skills, both verbal and written.
- Ability to develop and maintain effective working relationships with both internal and external stakeholders.
- Ability to coordinate tasks effectively, multi-task and manage competing priorities.
- An exceptional level of professionalism, initiative and the ability to self-direct.
- Be highly organised, motivated, responsive and resilient.
- Deliver outcomes consistent with the Organisation's practices and values.
- Be confident meeting timeframes and managing your own workload.
- Demonstrate a can-do attitude plus the initiative and discretion to manage the role effectively.

In addition to the above, as an AE6 Executive Assistant you must have a proven ability to provide high level support to senior executives.

What we offer you

ASIO provides a number of benefits to its staff including:

- A competitive salary, including a 7.5 per cent allowance for maintaining a Positive Vetting security clearance.
- Employer superannuation contributions of 15.4 per cent.
- A variety of leave options, in addition to the standard 4 weeks annual leave to ensure your work-life balance.
- Flexible working hours/arrangements to assist you to maintain your work-life balance (please note: due to our unique working environment, work from home options may not be available).
- Study assistance, including financial support and study leave for tertiary education.
- Access to 7 staff-led diversity and inclusion networks.
- Mentoring opportunities.
- Access to an Employee Assistance Program (EAP).

Eligibility

To be eligible for the role, you must be:

- An Australian citizen.
- Assessed as suitable to hold and maintain a Positive Vetting security clearance at the highest level.

ASIO is committed to fostering a diverse and inclusive environment, where all staff are valued and respected. 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 peoples are encouraged to apply.

Reasonable adjustments

Please advise us if you require any additional assistance in order to fully participate in the recruitment process or the workplace.

Location

These positions are located in Canberra, ACT. Relocation assistance is provided to successful candidates where ASIO requires you to relocate.

How to apply

Click on 'Apply online' to commence your application. Your application **must** be complete and include the following:

- A written pitch of up to 500 words using examples to demonstrate how your skills and experience meet the requirements.
- An up-to-date CV, no more than two pages in length.

All employment decisions and selection processes at ASIO are based on merit principles and candidates must be prepared to undergo various selection stages.

ASIO holds all employment applications in the strictest of confidence. It is essential that you do the same. Please do not discuss your application with others as doing so may adversely affect your potential employment.

Closing date and time

Monday 29 April 2024 at 5:00pm AEST

No extensions will be granted and late applications will not be accepted.

The Recruitment Selection Process – what to expect

We thank all applicants for their interest in applying for the Executive Assistant roles. Please be advised that our selection process is rigorous and extensive.

All employment decisions and selection processes at ASIO are based on merit principles and candidates must be prepared to undergo various selection stages. The stages themselves may include application assessment, eligibility checks, online testing, skills-based assessment and panel discussion.

ASIO is committed to fostering a diverse and inclusive environment for candidates to participate within all stages of the selection process. These opportunities may include reasonable adjustment to assessment methodologies to enable full participation. Please let us know if you require any additional assistance or reasonable adjustments during any stage of the recruitment process in order to fully participate in the recruitment process or the workplace.

We ask all applicants for their patience throughout the process.

A merit pool may be created to fill future vacancies which has the same or similar requirements as these positions. This merit pool will be valid for up to 18 months.

The Recruitment Selection Process – Timeframes

Candidates can expect the following timeframes, as a guide only, for the recruitment selection process:

- Positions advertised and applications received in April 2024.
- Online testing will likely commence early in May 2024.
- Assessment Centres and/or Interviews will likely run in June to July 2024.

Employment conditions

Employment is under the *ASIO Act 1979*. Conditions of service are similar to those applying in the Australian Public Service. We recognise entitlements accrued under the *Public Service Act 1999* and provide for continuation of superannuation under the Commonwealth schemes. Salary packaging arrangements are also available.

Enquiries

If you require further information after reading the selection documentation, please contact **ASIO Recruitment** at careers@asio.gov.au or phone **02 6257 4916**.

We thank all applicants for their interest in applying. In accordance with ASIO policy, we will notify unsuccessful candidates but will not provide feedback on any aspect of the selection process.

More information

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