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Australian Government

Australian Security
Intelligence Organisation

Candidate Information Pack

First Assistant Director-General

Strategy and Engagement

(SES Band 2 equivalent)

75
1949–2024

ASIO

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Title	First Assistant Director-General Strategy and Engagement
Location	Canberra
Classification	Senior Executive Service Band 2
Contact	Recruitment Email: careers@asio.gov.au Phone: 02 6257 4916
Closing date and time	Monday 29 July at 5:00pm AEDT

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

We are looking for a highly-skilled, committed and experienced senior executive to lead ASIO's ministerial and parliamentary engagement, and deliver ASIO's enterprise strategy, compliance oversight, risk management, and policy and legislative reform programs.

We're looking for a leader who can inspire our staff to manage ASIO's engagement with high level national security policy and coordination machinery.

In this role you will form part of the Senior Leadership team, where you will work closely with the Director-General and Executive to deliver outcomes consistent with the Organisation's practices and values.

Key attributes

We invite applications from people with the following attributes:

- Exceptional communication skills and the ability to build and sustain professional relationships to deliver results.
- Demonstrated ability to steer and implement change, and to inspire a shared sense of purpose and commitment to the delivery of enterprise level capabilities and outcomes.
- Demonstrated ability to engage with risk and deliver results in a dynamic, high-pressure and challenging environment.
- Appreciation of the legal, policy and oversight environment and frameworks that bring superior governance to agency operations.

A merit pool may be created to fill future vacancies which have the same or similar requirements to this position. This merit pool will be valid for up to 18 months.

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 TOP SECRET-Privileged Access 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 arrangements to assist you to maintain your work-life balance. (Please note: due to our unique working environment, work from home options are generally not available).
- Study assistance, including financial support and study leave for tertiary education.
- Access to 7 staff-led diversity and inclusion networks.
- 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 TOP SECRET-Privileged Access security clearance.

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Reasonable adjustments

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

Location

Canberra, ACT.

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.
- Details of 2 referees, which must include a current or previous manager.

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.

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Employment conditions

Employment is under the *Australian Security Intelligence Organisation 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