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Australian Government
Australian Security
Intelligence Organisation

Candidate Information Pack

Team Member – Vetting Authority

Affirmative Measures Indigenous

Levels: AE4, AE5 and AE6 (APS4, APS5 and APS6 equivalent)



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Title	Team Member - Vetting Authority Affirmative Measures Indigenous
Location	Canberra and Sydney All mandatory training must be completed in Canberra
Classification	AE4, AE5 and AE6 (APS4, APS5 and APS6 equivalent)
Salary Range	AE4 – \$85,271 - \$91,487 (including service allowance) plus 15.4 per cent superannuation AE5 – \$93,566 - \$100,431 (including service allowance) plus 15.4 per cent superannuation AE6 – \$103,415 - \$116,519 (including service allowance) plus 15.4 per cent superannuation
Contact	Recruitment Email: careers@asio.gov.au Phone: 02 6257 4916
Closing date and time	Monday 9 September 2024 5:00pm AEST

The Australian Security Intelligence Organisation (ASIO) acknowledges the Traditional Custodians of Country throughout Australia and their continuing connection to land, waters and community. We pay our respects to all Aboriginal and Torres Strait Islander peoples, their cultures and to their Elders past, present and emerging.

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

The TOP SECRET-Privileged Access (TS-PA) security clearance is Australia’s highest-level of security clearance and is managed by the Vetting Authority within ASIO. Over the next few years, ASIO will integrate existing Positive Vetting (PV) security clearance function from across the Australian

Government and assume responsibility for the management of existing PV security clearances as they gradually transition to the Vetting Authority.

ASIO is seeking to fill various positions within the Vetting Authority at the AE4, AE5 and AE6 (APS4, APS5 and APS6 equivalent) level in support of the broader National Intelligence Community's critical mission. In a challenging and dynamic work environment, you will be part of a professional and committed team responsible for assessing an individual's suitability to hold, or maintain, a security clearance that permits access to national security classified material. You will use your highly developed attention to detail, discretion and organisational skills to meet the diverse challenge of working in a national security environment.

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.

Role responsibilities

As part of the Vetting Authority team, you will directly contribute to vetting assessments in line with whole of government policy and ASIO security policies. You will effectively represent ASIO and liaise with a range of stakeholders and clearance subjects from diverse backgrounds and contribute to ongoing policy reform and vetting capability development.

As an AE4 Vetting Coordinator, you will:

- Work in a team environment to record vetting activities.
- Liaise with clearance applicants and external stakeholders to initiate the vetting process and respond to general enquiries.
- Undertake data entry and perform general administrative duties.
- Support the vetting assessment process with discretion and in accordance with policy and legal requirements.

As an AE5 Vetting Assessor, you will:

- Work with your team to assess whether clearance applicants are suitable to hold a TOP SECRET-Privileged Access security clearance.
- Conduct checks and perform administrative functions for vetting assessments.
- Conduct research and review existing holdings.
- Engage with clearance applicants and external stakeholders to fill gaps in information.
- Manage your own allocation of vetting assessments.
- Conduct analysis, write assessments and provide advice that identifies areas for further resolution in the vetting process.

As an AE6 Vetting Analyst you will:

- Gather and analyse security relevant information.
- Conduct interviews, develop assessments and make recommendations about an individual's suitability to hold a TOP SECRET-Privileged Access clearance in accordance with risk management principals.
- Assess an individual's suitability to hold or maintain security clearances that permit access to national security classified material.
- Travel in order to conduct vetting assessments as required.

What you will bring

We invite applications from people with the following attributes:

- Highly developed research and analysis skills.
- Understanding of the customs, practices, cultures and beliefs of others.
- Excellent interpersonal skills and strong communication skills.
- The ability to work independently and as part of a team.
- The ability to form strong working relationships with a range of stakeholders.

Candidates do not require any specific qualifications for these roles, as you will undertake mandatory training programs on commencement. This training must be completed in Canberra.

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. This includes the *Mudyi Network*, ASIO's dedicated Aboriginal and Torres Strait Islander staff network.
- Mentoring opportunities.
- Access to an Employee Assistance Program (EAP).

Affirmative Measure – Indigenous employment

Key business areas, including the Vetting Authority, must be representative of the Australian community, hence the need to fill these positions via an Affirmative Measures process for Aboriginal and Torres Strait Islander People. We are committed to building inclusive recruitment practices within ASIO, which requires a diverse staffing footprint, including people from different walks of life, with different abilities and different cultures.

These vacancies are Affirmative Measures – Indigenous positions, and are only open to Aboriginal and Torres Strait Islander applicants.

The affirmative measure is designed to address the under-representation of Aboriginal and Torres Strait Islander Australians in Australian Government workplaces.

The Australian Public Service Commission (APSC) guidelines outline that the aim of the affirmative measure (Indigenous) is to:

- Promote the right to equality and non-discrimination in employment for Aboriginal and Torres Strait Islander Australians.
- Acknowledge that all individuals have the right to employment, while recognising it is sometimes necessary to provide some groups in the community with additional support in order for them to enjoy their right to employment on an equal basis with others.
- Increase the number of Aboriginal and Torres Strait Islander people Australians employed in the APS.
- Assist agencies to meet the objectives of the Commonwealth Aboriginal and Torres Strait Islander Employment Strategy 2020-2024.

For more information, see the [APSC website](#).

Confirmation Documentation Requirements:

For the purpose of Affirmative Measures – Indigenous recruitment, applicants will be required to confirm they are an Aboriginal or Torres Strait Islander person, and are accepted as such in their community. This is a mandatory requirement in order to demonstrate they meet the eligibility criteria for an Affirmative Measures recruitment.

Applicants for affirmative measures must meet all of the three below criteria to be eligible for filling an Affirmative Measures role:

- Is of Aboriginal and/or Torres Strait Islander descent.
- Identifies as an Aboriginal and/or Torres Strait Islander person.
- Is accepted as such by the community in which they live, or formerly lived.

Please note that you are not yet required to submit any confirmation documentation at this point of the recruitment process. Candidates do not need to submit any confirmation documentation with their

initial application. Candidates found suitable in the recruitment process will be asked to provide their confirmation (see 3 options below) at a later date, following interviews/assessment being undertaken.

The following options are available for candidates to confirm they are an Aboriginal or Torres Strait Islander person:

- Option 1: A letter signed by the Chairman from a registered Indigenous organisation, stamped with their common seal, is the preferred method of confirming a candidate's Aboriginal and Torres Strait Islander identity.
- Option 2: Confirmation of Aboriginal and/or Torres Strait Islander descent document executed by an Indigenous organisation.
- Option 3: A letter from an Aboriginal and/or Torres Strait Islander organisation recognising the candidate as an Aboriginal and/or Torres Strait Islander person and confirming they meet the three eligibility criteria.

The following organisations may be able to assist you with obtaining this confirmation:

- Australian Institute of Aboriginal and/or Torres Strait Islander Studies: www.aiatsis.gov.au/fhu/aboriginality.html
- Office of the Registrar of Indigenous Corporations: <http://oric.gov.au/>

Your information will be managed in strict confidence and sensitively.

Eligibility

In addition to the Affirmative Measures requirements, 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.

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.

We will seek to provide any reasonable adjustments within the recruitment and vetting process where possible and when required. We encourage you to contact ASIO Recruitment to discuss any specific adjustments to the process you may need.

Location

These positions are located in Canberra and Sydney and applicants must be willing to relocate. Mandatory training must be completed in Canberra. 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 800 words using examples to demonstrate how your skills and experience meet the requirements.
- A current CV, no more than 2 pages in length, outlining your employment history, the dates and a brief description of your role, as well as any academic qualifications or relevant training you may have undertaken.
- 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.

All applicants will be assessed based on their demonstrated skills and experience relevant to the role using the ASIO People Capability Framework at the AE4 - AE6 (APS4 – APS6 equivalent). Please note, it is not necessary to address each of the capability criteria individually in your application.

Closing date and time

Monday 9 September 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 Team Member Vetting Authority – Affirmative Measures 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 submission, 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.

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.

We ask all applicants for their patience throughout the process. Once complete, we will notify unsuccessful candidates but will not provide feedback on any aspect of the selection process.

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.

Australian Workplace Equality Index (AWEI)

In 2024, ASIO achieved the AWEI Gold Standard, recognising ASIO's inclusion work and positive culture. ASIO was one of only 7 public sector employers, and the first Australian intelligence agency, to achieve this status.

The ASIO Diversity and Inclusion Strategy reflects ASIO's commitment and recognises the benefits of being a diverse and inclusive organisation. For further information about ASIO's Diversity and Inclusion networks, please visit: www.asio.gov.au/about/diversity-and-inclusion.

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**.

Should you wish to speak to a representative from the Mudyi Network, ASIO's dedicated Aboriginal and Torres Strait Islander network, please advise ASIO Recruitment.

More information

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