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Australian Government

Australian Security
Intelligence Organisation

Candidate Information Pack

Security Assistant

Level: AE2 (APS2 equivalent)

75
1949–2024

ASIO

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Title	Security Assistant
Location	Canberra, Sydney, Brisbane, Adelaide, Perth and Melbourne
Classification	AE2 (APS 2 equivalent) Casual Role Only
Salary Range	\$66,320 - \$73,465 (including service allowance) plus 15.4 per cent superannuation, Pro Rata plus 25 per cent casual loading.
Contact	Recruitment Email: careers@asio.gov.au Phone: 02 6257 4916
Closing date and time	Monday 14 October at 17:00pm 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

ASIO Security Assistants ensure services and maintenance can be delivered whilst a secure environment is maintained.

Security Assistant positions are casual, providing the flexibility to work day, evening and weekend shifts. This casual role has an additional 25 per cent loading on top of your wage.

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 a Security Assistant in ASIO, you will:

- Maintain professional and secure office environments while overseeing maintenance activities.
- Manage contractors and tradespeople, including safe and secure entry and exit processes, to ensure the secure delivery of services throughout ASIO facilities.
- Maintain line of sight of contractors at all times.

- Report any unsafe work practices and suspicious behaviours or activities.
- Complete or support minor administrative and maintenance tasks as directed, consistent with the AE2 classification.

What you will bring

We invite applications from people with the following attributes:

- The ability to be actively engaged as part of a high functioning team.
- The ability to interact and engage with a range of client and work areas.
- Strong oral communication skills and the ability to communicate with both technical and managerial audience.
- A desire to deliver excellent customer service with a high level of satisfaction and attention to detail.
- The ability to deliver services while maintaining composure and resilience.

There are no formal qualifications required for this position. Training will be provided on all aspects of the role.

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.
- For casual employees, casual loading of 25 per cent in accordance with the Fair Work Act 2009, in lieu of paid leave.
- 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.

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, Sydney, Brisbane, Adelaide, Perth and Melbourne. Relocation assistance is provided to successful candidates when relocation is required.

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 200 words (two paragraphs) 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.

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 14 October 2024, 17:00pm AEDT

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 AE2 Security Assistant role. 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.

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**.

More information

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