

OFFICIAL



Australian Government
Australian Security
Intelligence Organisation

Candidate Information Pack

Assistant Director, Legal Services

Level: AEE1 (APS - EL1 equivalent)



Securing Australia—protecting its people

OFFICIAL

Title	Assistant Director, Legal Services
Location	Canberra (opportunities may be available in Melbourne, Brisbane, Adelaide and Sydney subject to organisational and operational requirements)
Classification	AEE1 (APS EL1 equivalent)
Salary Range	\$136,428 - \$152,454 (including service allowance) plus 15.4% superannuation
Contact	Recruitment Email: careers@asio.gov.au Phone: 02 6263 7888
Closing date and time	Monday 9th February 2026 at 11:59pm 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 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

Are you seeking a career within an intelligence agency where you can contribute and make a difference to the security of Australia? An exciting opportunity exists for suitably qualified senior lawyers to fill Assistant Director roles.

As an Assistant Director within Legal Services, you will work in a dynamic and rewarding team environment with exceptional lawyers. You will have the opportunity to perform complex, sensitive and significant work with a degree of independence. Assistant Directors are emerging leaders within the Legal Services Division, and contribute to the Division's positive, collaborative and inclusive culture by exhibiting ASIO's leadership behaviours of being purpose-focused, enterprise minded, accountable, empowering and inclusive.

Our Assistant Directors work across a number of practice areas:

- Dispute resolution
- Assessment and vetting law
- Corporate, commercial and employment law
- Operations law

You will receive ongoing training and professional development as well as experience across the practice.

Led by ASIO's General Counsel, ASIO's Legal Services Division is a professional legal practice providing expert legal advice and support to internal client areas to support ASIO's operational and corporate functions. In addition, Legal Services works closely with the Australian Government Solicitor to manage ASIO's representation and involvement in legal proceedings in courts and tribunals, including in accordance with the Legal Services Directions. The Division works with international and domestic partners including law enforcement, intelligence agencies and other Commonwealth and state departments.

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.

Please note that these roles are primarily based in Canberra. There may be opportunities in Melbourne, Brisbane, Adelaide and Sydney subject to organisational and operational requirements.

Role responsibilities

As an Assistant Director in Legal Services, you will play an important leadership role and foster and maintain a positive and collaborative work environment, while providing advice to support ASIO in performing its statutory and corporate functions and exercising its powers consistent with applicable legal frameworks.

Your responsibilities will include:

- the provision of legal advice to ASIO staff in areas of the law such as:
 - statutory interpretation
 - national security law
 - administrative law
 - criminal law and law enforcement
 - employment law and workplace relations
 - commercial law
 - legislation development
 - dispute resolution.
- preparation and review of legal documentation.
- in the dispute resolution team – managing ASIO's involvement in litigation in accordance with the Commonwealth's Legal Services Directions.
- mentoring, supervising and reviewing the work of junior legal staff.
- engaging with Legal Services colleagues, client areas, and external colleagues.
- liaison with external legal services providers.
- supporting the Director of the team and Legal Services senior management in relation to governance, reporting, and other corporate functions.

What you will bring

We invite applications from people with the following attributes:

- Ability to work collaboratively in a team environment and consult stakeholders proactively.
- A strong client focus providing practical approaches to complex legal and policy issues in an evolving and uncertain environment.
- Strong oral and written communication skills.
- Innovative thinking with strong strategic awareness, including with a demonstrated ability to identify legal risk.
- Experience in mentoring and developing staff to foster a supportive team environment.
- Experience in providing legal services, ideally in a government, operational, law enforcement, regulatory, investigative or prosecutorial environment/context.
- Familiarity with, or the ability to quickly become familiar with, national security legislation and environment and one or more of the areas of law listed above in role responsibilities.

What we offer you

ASIO provides a number of benefits to its staff including:

- A competitive salary, including a 7.5% allowance for maintaining a TOP SECRET-Privileged Access security clearance.
- Employer superannuation contributions of 15.4%.
- A variety of leave options, in addition to the standard 4 weeks annual leave to ensure your work-life balance.
- Flexible working arrangements such as a compressed work arrangement. (Please note that due to our unique working environment, work from home options is 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.
- Hold a Bachelor of Laws or Juris Doctor from an Australian university (or comparable overseas qualification) and possess, or be eligible to possess, a current restricted practising certificate in your State or Territory of residence.
- Have at least 4 years post admission experience in legal practice, or comparable experience.

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

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.

Location

These positions are primarily located in Canberra. There may be opportunities available in Sydney, Brisbane, Adelaide and Melbourne subject to organisational and operational priorities.

Relocation assistance is provided to successful applicants when relocating.

We advertise positions nationally to reach the broadest audience. Please refer to the above location before applying.

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 of the role.
- 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 supervisor.

Before applying you should familiarise yourself with the [ASIO People Capability Framework](#) and [Core Capability Guide](#), both available on the ASIO website. To increase your chances of success, tailor your application responses to align with the relevant capabilities and levels outlined in these frameworks.

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 10th February 2026 at 11:59pm AEDT

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

In 2024, ASIO achieved the Australian Workplace Equality Index (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. ASIO has proudly retained AWEI Gold Standard in 2025.

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 6263 7888**.

More information

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