



# Candidate information pack

First Assistant Director-General, Corporate Management and Security Division  
(SES Band 2)

Australian Security Intelligence Service

**Reference No: 811**

**Close date: 5.00pm AEST Monday 6 June 2022**

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# First Assistant Director-General Corporate Management and Security Division Senior Executive Service Band 2

## Position description

### About

ASIS is Australia's overseas secret intelligence collection agency. Its mission is to protect and promote Australia's vital interests through the provision of intelligence services as directed by the Government. Its work can involve collecting intelligence relating to national security, international relations and economic issues. It also contributes to Australia's coordinated national efforts against terrorism, proliferation of weapons of mass destruction, and trans-national issues such as people smuggling.

### Role

The First Assistant Director-General, Corporate Management and Security is responsible for providing strategic leadership and capacity building in the areas of specialist training, human resources, personnel security, finance and property functions. This position reports directly to the Deputy Director-General Capability and Corporate Management.

The First Assistant Director-General, Corporate Management and Security determines capability and corporate policy directions about ASIS employees and is responsible for ensuring appropriate governance arrangements are in place for timely executive and strategic decision making.

The First Assistant Director-General, Corporate Management and Security is responsible for the effective delivery of strategic personnel and financial activities and property services within Australia and overseas including managing a framework of ongoing assessment and performance. They are also responsible for the effectively delivery of physical, personnel and IT security

The successful applicant will have a proven aptitude for managing large groups of people, delivering employee capability programs, and demonstrated ability to lead and manage large capital management programs. They will also have the ability to clearly articulate goals and objectives, inspiring a sense of purpose and direction with people in their Division. They must have a demonstrated commitment to leading cultural change with a focus on diversity, inclusion and mental health and have the ability to operate in accordance with, and actively promote, ASIS's values and ethical standards.

The successful applicant will have a demonstrated ability to lead and manage a transformation program, including using innovative ways to change traditional processes.

The position is Canberra based, with conditions of service similar to those in the Australian Public Service, including superannuation. (The successful candidate will be required to obtain and maintain the highest level security clearance and Australian citizenship.)

### Key Responsibilities and Tasks

- Provide leadership and strategic direction for the Division and organisation
  - Ensure effective and timely executive decision-making through the management of key organisational governance mechanisms
  - Commitment to leading culture change with a focus on diversity, inclusion and mental health
  - Commitment to and promotion of the ASIS Values
- Maintain key stakeholder relationships and represent the organisation at cross-agency, and international levels
  - Establish strategic relationships across the NIC and other government agencies to enable effective development of whole-of-government approaches to intelligence priorities
- Ensure the effective management of organisational risk through human resources, training and personnel security management
  - Ensure strong, transparent and well-communicated governance and risk management systems operate to examine and mitigate organisational risks
  - Provide timely and considered advice for the Director-General on sensitive personnel security matters

- Ensure financial stability and the effective management of resources
  - Ensure ASIS's long-term financial sustainability via effective organisational wide financial analysis and planning; ongoing executive engagement about key financial matters; and pro-active external stakeholder engagement
- Contribute to ongoing capability development to support ASIS now and in the future
  - Anticipating and advancing long term Divisional goals in response to changing global and technological developments
  - lead and manage a transformation program, including using innovative ways to change traditional processes
  - lead and manage a large capital programs
  - Participating actively in the ASIS Senior Leadership team

### Education / Qualifications / Experience

The following education, qualifications and/or experience will be highly regarded:

- Industry/demonstrated government experience in senior executive leadership roles with a proven track record for achieving strategic outcomes;
- Liaison and cross cultural partnership experience;
- Capacity to engage and influence stakeholders;
- Success in delivering results;
- An understanding of national security issues; and
- Formal qualifications in a field, preferably at post graduate level.

### Remuneration

A highly attractive senior executive remuneration package commensurate with the successful candidate's skills and experience inclusive of salary and superannuation will be negotiated.

### Eligibility

To be employed by ASIS applicants must be Australian citizens.

### Tenure

All ASIS staff are employed on individual staff contracts with the Director-General. They are not members of the Australian Public Service (APS) although their terms and conditions of employment are generally comparable with those of the APS. A six month probation period applies to ASIS positions. It is a condition of engagement that ASIS staff agree in writing to uphold the ASIS Values.

### Security

This position is a security assessed position. Appointment and ongoing employment will be subject to the successful applicant obtaining and maintaining a Top Secret Positive Vetting security clearance.

### Confidentiality

It is to your benefit not to discuss your interest in employment with ASIS with anyone else at this stage, as to do so may adversely affect your potential for employment with ASIS.

## Preparing your application

Your application should include a CV and a statement of claims (a written two-page pitch) drawing out why you are interested in the role, what you offer the Service, your skill set, relevant career history and achievements, and your leadership attributes. In addition, your pitch should outline how you have demonstrated significant outcomes relevant to each of the criteria, as well as the capabilities and behaviours that underpin them.

In addition to submitting your CV and a statement of claims (or 'pitch') you will be required to fill in some additional fields in our online application form. These include areas such as Key areas of expertise, Major Achievements, Staff Management and Budget Management.

You will also need to complete the **personal particulars form – application for employment with ASIS**, and upload this completed form with your application. The personal particulars form can be found on the Executive Intelligence Group website or you can email [admin@execintell.com.au](mailto:admin@execintell.com.au) to request a copy of the form to be sent to you.

The criteria below are applied when selecting for Senior Executive Service (SES) positions. Please note that it is not necessary to address the capabilities and behaviours individually.

## Selection criteria

### Shapes Strategic direction

- Inspires a sense of purpose and direction;
- Focuses strategically;
- Harnesses information and opportunities; and
- Shows judgement, intelligence and common sense.

### Achieves Results

- Builds organisational capability and responsiveness;
- Marshals professional expertise;
- Steers and implements change and deals with uncertainty; and
- Ensures closure and delivers on intended results.

### Cultivates Productive Working Relationships

- Nurtures internal and external relationships;
- Facilitates co-operation and partnerships;
- Values individual differences and diversity; and
- Guides, mentors and develops people.

### Exemplifies Personal Drive and Integrity

- Demonstrates public service professionalism and probity;
- Engages with risk and shows personal courage;
- Commits to action;
- Displays resilience; and
- Demonstrates self-awareness and a commitment to personal development.

### Communicates with Influence

- Communicates clearly;
- Listens, understands and adapts to audience; and
- Negotiates persuasively.

### Job Specific Requirements

- Maintains an appreciation of wider security issues and requirements; and
- Demonstrated skills and experience relevant to ASIS's current needs as outlined in the role description.

## About Executive Intelligence Group

**Executive Intelligence Group** is a Canberra based executive search and recruitment management firm. We specialise in finding, selecting, developing, coaching and mentoring senior executives across a range of different contexts and sectors.

We are held in high regard by senior decision makers and would be recognised as having exceptional coverage in terms of the number and nature of agencies for which we have completed assignments.

We have extensive experience in generalist, 'difficult to fill' and specialist executive roles, bulk rounds, statutory appointments and private sector positions and an outstanding reputation in dealing with Secretaries, senior executives CEOs and Boards.

If, after reading the selection documentation, you require further information please contact **Tricia Searson** or **Karina Duffey** on (02) 6232 2200.

**Applications must be submitted through the Executive Intelligence Group website.**

## How to apply

**Executive Intelligence Group** has the capability to receive applications online via our website.

A major benefit of lodging an application through our system is that your details will now be saved in your personal, confidential account. This means that, should you apply for any future roles through us, you will not have to re-enter this information and this will hopefully make the application process easier for you. If at any time your personal details change you are able to update this via your account. It is important to us that you find our website easy to use. If you have any feedback on how we can make the website more user friendly to assist you in completing an application or downloading candidate information, please let us know.

At **Executive Intelligence Group**, we respect the confidentiality of the personal information you provide to us and understand that your privacy is critical.

To review our Privacy Policy please click here: <https://executiveintelligencegroup.com.au/privacy-policy/>.

### Important things to note:

- When you apply for the first time, please create an account and make a note of your username and password;
- For subsequent applications, you will need to log in to your account and submit your application along with your CV and statement of claims/pitch. I.e. you will need to submit an application for **EVERY** vacancy you are interested in - submitting one application does **NOT** mean you will automatically be considered for other vacancies with Executive Intelligence Group.
- Please have your CV and statement of claims/pitch ready to upload in a single document. Make sure you take account of the requirements of the position and the selection criteria (if required) against which you will be assessed. In your CV, it is useful for you to provide a quick snapshot of the key responsibilities you have had in each role over the last 5 years;
- You will have an opportunity to review, edit and print your application before you submit. However, once it is submitted you will not be able to make any changes;
- In the event that you do not receive an automated email confirming your application has been submitted it is very important that you contact us as there may be an issue with your application lodgement;
- If you do not hear from us about the progress of your application within 3 weeks from the close date, please contact us for an update; and
- If at any time, you wish to withdraw from this process you will need to send an email to [admin@execintell.com.au](mailto:admin@execintell.com.au) to let us know. You are unable to withdraw your application directly from the website.

**We can be contacted on 02 6232 2200 or [admin@execintell.com.au](mailto:admin@execintell.com.au).**

### How to apply online:

1. Go to the Executive Intelligence Group website and navigate to the Vacancies page (<http://www.executiveintelligencegroup.com.au/vacancies/>);

2. Find the vacancy you are interested in applying for and click 'More Info'. This will enable you to download the candidate information pack. This will assist you on how approach your application;
3. When you are ready to apply, find the vacancy you are interested in applying for and click 'Apply';
4. Read the information about applying and press 'Start';
5. This is where you will create your account if you are applying for the first time. If you have used our system previously you can log in with your user name and password;
6. From here you will be guided through an online application form;
7. At the end of the form you will be prompted to upload your CV and selection criteria/pitch. You **MUST** have your name referenced within the document/s you upload. Please note you should have this already saved in a single document it is preferable to keep the file name of the document short and without symbols for example: **Surname First Name Ref No Job**. Where possible please upload your documents in PDF format, we are also able to accept documents in Word format.
8. If you wish to change any of the sections before you submit you can click on the 'Summary' table on the right-hand side which will take you to the specific page;
9. Submit your application; and
10. You will receive an automatic email with a copy of your application.