



Candidate information pack

Chief of Staff, Office of the Director-General
(SES Band 1)

Australian Secret Intelligence Service

Reference No: 976

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Chief of Staff, Office of the Director-General

Position description

Position Overview

Reports to: Director-General

Location: Canberra, ACT

The Australian Secret Intelligence Service (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.

ASIS is a diverse and inclusive workplace, where our people are empowered through authenticity and a sense of belonging to achieve their potential and contribute to a shared purpose and mission. We seek to reflect the community we serve, and welcome applications from Aboriginal and Torres Strait Islander people, women, people with a disability, neurodiverse, people from culturally and linguistically diverse backgrounds and those who identify as LGBTIQ+.

The Role

The Chief of Staff, Office of the Director-General (DG), is a trusted strategic advisor to the DG on a wide range of matters. The successful applicant will lead the day-to-day operations of the Office of the DG, and act as a critical conduit across the Agency and external stakeholders.

The role is complex and involves a broad range of responsibilities, including, alongside the Departmental Liaison Officer, being a key point of contact for the Minister's Office on behalf of the DG and ensuring a productive and proactive relationship with the Minister's Office.

The Chief of Staff reports directly to the DG, plays an integral role in managing the day-to-day running of the Office of the DG and supports the delivery of key initiatives aimed at meeting the DG's strategic intent and vision for ASIS. The Chief of Staff is also responsible for coordination with Offices of the Deputy Directors' General (DDG), providing guidance and support for the smooth operation of the Offices supporting the DG and DDGs.

A merit list will be established for candidates who are suitable and will remain valid for a period of 18 months.

Key Responsibilities and Tasks

The following is an overview of key responsibilities and tasks:

- Act as a strategic and trusted advisor, providing high-quality advice to the DG and the DDGs;
- Exercise strategic thinking, including the ability to anticipate change and opportunities;
- Build and maintain high quality relationships with the Foreign Minister's Office, the Offices of the Secretary of the Department of Foreign Affairs and Trade and other relevant government departmental heads, Offices of Heads of Agency within the National Intelligence Community and other partners;
- Work in close collaboration with the Agency's senior executive, and other internal and external stakeholders to support the DG's strategic intent and vision for ASIS;
- Ensure effective workflow through the Office of the DG and DDGs;
- Coordinate communication priorities and public-facing engagements, including assisting to identify opportunities to deliver key messages to stakeholders and assisting in developing speeches for external audiences;
- Demonstrate the highest level of discretion, flexibility, confidentiality, excellent judgement, self-awareness and emotional intelligence; and
- Lead the Executive Officer network across the offices of the DG and DDGs to enhance cross-collaboration, information sharing and creating/promoting a positive workplace culture.

Education, qualification and experience requirements

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

- Significant experience in senior management roles with a proven track record for delivering high-quality outcomes at both strategic and tactical service delivery levels;
- Demonstrated understanding of ASIS's contribution to the national security architecture;
- Leadership experience in other corporate or operational areas;
- Comprehensive experience in leading and managing complex work programs; and
- Superior leadership ability in building capability and developing people.

Tenure

This is an ongoing role. Employees 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.

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.

Security and Eligibility

To be employed by ASIS applicants must be Australian citizens.

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

Reasonable adjustments

All requests for reasonable adjustments will be considered and managed in consultation with you. We will continue to ask you if you require reasonable adjustments at each stage of the process. If you are successful in gaining employment, reasonable adjustments can also be made available to you in performing your role.

Executive Intelligence Group is committed to all prospective applicants and can provide reasonable adjustments during the application and/or the interview process. If you require **Executive Intelligence Group** to provide reasonable adjustments, please contact our Project Managers: Catherine Jennings or Renee Brassington on 02 6232 2200 for a confidential discussion.

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.

Capabilities

Candidates are not required to provide a separate written response to the ILS capabilities (below), however candidates are encouraged to consider the capabilities in preparing their application, as each candidate will be assessed on their ability to demonstrate behaviours aligned to the capabilities for the position.

Shapes strategic thinking

- 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 a personal development.

Communicates with influence

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

Job Specific Requirements

- Maintains a contemporaneous and in depth understanding of wider security issues and requirements, and practically applies those in the role; and
- Demonstrated skills and experience relevant to ASIS's current needs as outlines in the key responsibilities and tasks.

Preparing your application

Your application should include the **ASIS personal particulars form**, a CV and a statement of claims (a short 'pitch' of approximately 2 pages) drawing out 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.

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 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.

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.