# Logo: Australian Government, Attorney-General's Department.Inspector-General of Intelligence and Security

Information pack

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## Information about the IGIS

The role of the IGIS is established under the *Inspector-General of Intelligence and Security Act 1986* (the Act). The IGIS provides independent oversight of the activities of the Australian Security Intelligence Organisation, the Australian Secret Intelligence Service, the Australian Signals Directorate, the Australian Geospatial-Intelligence Organisation, the Defence Intelligence Organisation and the Office of National Intelligence to ensure that these agencies act legally and with propriety, comply with ministerial guidelines and directions and respect human rights. In addition, the IGIS oversights the use of network activity warrants by the Australian Criminal Intelligence Commission and the Australian Federal Police.

The IGIS discharges these responsibilities through a combination of inspections, inquiries and investigations into complaints from members of the public and intelligence agency officials. In conducting an inquiry, the IGIS may exercise powers akin to those of a Royal Commission.

The IGIS is appointed by the Governor-General and is the accountable authority of the Office of the IGIS for the purposes of the *Public Governance, Performance and Accountability Act 2013*. The Office of the IGIS is located in Canberra and currently comprises approximately 39 ongoing employees although the size of the agency is expected to grow.

More information about the statutory functions of the IGIS can be found in the Act and on the [IGIS website](https://www.igis.gov.au/). Information about the Office of the IGIS can be found in the annual reports located on the IGIS website.

## Eligibility

Under subsection 6(3A) of the Act, a person who is, or whose most recent position was, the head or deputy head (however described) of an intelligence agency is not eligible for appointment as the IGIS.

To be eligible for appointment as the IGIS, applicants must have, or be able to hold, and maintain a Positive Vetting (PV) security clearance. To be eligible for an Australian Government security clearance you must be an Australian citizen and have a checkable background. The process for achieving a PV security clearance involves a whole of life background check. Details about the information needed for a PV security clearance can be found at <https://www.agsva.gov.au/applicants/application-information-and-documents>.

## Selection criteria

In addition to meeting eligibility requirements and in accordance with the guidelines on merit-based selection of APS agency heads and statutory office holders, applicants will need to demonstrate their capability against the following criteria:

* Demonstrates high level leadership and vision
  + sets a strategic vision and inspires others to achieve this
  + innovative in dealing with issues
  + articulates a clear direction for their organisation
* Manages large and/or complex operations
  + achieves results within the context of organisational policy
  + strong people management skills
  + strong financial management, ensuring efficient, effective and ethical use of resources
  + understanding of and commitment to quality organisational governance
* Works with others to meet objectives
  + operates collaboratively with others to meet organisational objectives
  + cultivates productive relationships
  + listens to people and values different perspectives
* High level of judgement
* Demonstrates a high standard of professional and personal integrity and capacity to promote these in an organisation
* Experience as a legal practitioner.

Ability to demonstrate the following is also highly desirable:

* National security expertise
* Experience in leading or supporting complex inquiries or reviews involving the use of significant powers and sensitive information
* Experience in organisational leadership.

We encourage and welcome applications from people with disability, Aboriginal and Torres Strait Islander peoples, LGBTIQ+ people, people from culturally and linguistically diverse backgrounds and mature age people.

## Terms and conditions

The appointment is expected to commence in February 2026. The successful applicant will be appointed for a period of up to 5 years. Reappointment is provided for in the Act.

The position will be based in Canberra. Remuneration and allowances for the position are set by the Remuneration Tribunal and can be viewed on the Remuneration Tribunal website at [*Remuneration Tribunal (Remuneration and Allowances for Holders of Full‑time Public Office) Determination 2024*](https://www.remtribunal.gov.au/sites/default/files/2024-06/FTOH%20-%20RT%20Principal%20determination%202024.PDF).

## How to apply

Applications are to be completed using the online application form and must include:

* an indication of whether you meet the eligibility criteria for this statutory appointment
* a completed statement of claims (2000-word limit) against the eligibility and selection criteria
* the names and contact details of at least two referees who have direct and relevant experience of your work. You will be notified prior to referees being contacted
* an uploaded resume no longer than 4 pages outlining qualifications, knowledge, experience.

Applicants are encouraged to request the adjustments they need to assist with their participation in this recruitment process.

Applications close at 5:00pm (AEDT) on Friday, 21 February 2025.

## Contact

Enquiries about the position or application process can be emailed to [appointments@ag.gov.au](mailto:appointments@ag.gov.au).

## Assessment process

Applicants will be initially assessed by a panel on their written application. Shortlisted applicants will be further assessed by the panel at interview.

A shortlist of suitable applicants will be provided to the Attorney-General for consideration and recommendation to the Governor-General for appointment.

## Communication

Initial advice and communication will be sent to applicants via email. Please ensure the email address you provide is correct. We recommend that you use an email address that ensures you do not miss relevant updates or invitations – and please regularly check your junk or spam folders.