



Candidate information pack

Corporate
Senior Executive Service Band 1
Australian Secret Intelligence Service

Reference No: 1036
Close date: 11.59pm Sunday 30 November 2025

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Assistant Director-Generals

Position description

Position Overview

Title	Corporate
Classification	Senior Executive Service Band 1
Location:	Canberra, ACT
Contact	Executive Intelligence Group – Tricia Searson or Karina Duffey Phone: (02) 6232 2200
Closing Date and Time	11.59pm Sunday 30 November 2025

About ASIS

The Australian Secret Intelligence Service (ASIS) is Australia's overseas secret intelligence collection agency. We are Australia's expert at collecting highly sensitive information – secret intelligence – from sources overseas to keep Australia and our region safe and prosperous.

Our work spans continents and cultures. As a tech-powered and data-driven organisation, we use our covert techniques and cutting-edge technology to put us in the right rooms, next to the right people, with the right access to the intelligence we need. We are tasked to collect intelligence – it might be political, military or economic information – deliberately withheld from the Australian Government that might present threats to or opportunities for Australia.

Our strength is our people. ASIS officers come from all walks of life, with different skills, interests and backgrounds.

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 this community we serve, and welcome applications from Aboriginal and Torres Strait Islander peoples, women, people with a disability, neurodiverse, people from culturally and linguistically diverse backgrounds and those who identify as LGBTQIA+.

The role

ASIS is seeking to create a merit pool for SESB1, senior leadership roles in the Capability, Corporate Management and Transformation Group (Assistant Director-General roles). Assistant Director-Generals are senior leaders within ASIS and are responsible for strategically leading their function to deliver on key organisational objectives.

As a key member of the senior leadership team, you will contribute to the broader strategic leadership of ASIS and provide expert advice and assistance to senior executives. You will have a demonstrated capacity to work collaboratively, anticipate opportunities, manage risk, resolve complex issues and provide strategic direction and leadership. You will maintain key stakeholder relationships and represent the organisation at the cross-agency level. You will ensure effective management of resources including people, finances, technology and other assets, championing a continuous improvement culture and working with your senior leaders to build branch and organisational capability.

As an Assistant Director-General SES B1, you will lead and manage a branch within the Capability, Corporate Management and Transformation Group, with roles ranging from (but not limited to) audit and compliance; cabinet, ministerial and parliamentary support; crisis management and contingency planning; finance;

governance and enterprise risk; human resources; Information and Communication Technology; program and project management; property and facilities management; security including cyber security; organisational transformation; and strategic planning and coordination.

Key duties include:

- Provide leadership and strategic direction for the relevant branch and organisation
- Ensure effective and timely executive decision-making through the management of key organisational governance mechanisms
- Establish and maintain 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 people and resources
- Managing resources to ensure the effective management of the branch to achieve organisational objectives
- Contribute to ongoing capability development to support ASIS now and into the future
- Participating actively in the ASIS Senior Leadership team
- Commitment to and promotion of the ASIS Values

Education and qualification requirements

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

- Significant senior level experience in area of expertise
- Industry/government experience in executive leadership roles with a proven track record of achieving strategic outcomes;
- Capacity to engage and influence stakeholders;
- Demonstrated ability to manage and motivate diverse teams;
- Formal qualifications in a relevant field, preferably at post graduate level;
- Comprehensive experience in leading and managing complex work programs or transformation programs; and
- An understanding of national security issues is highly desirable

The successful applicant will also have the demonstrated ability to operate in accordance with and actively promote, ASIS's values and ethical standards

Working at ASIS

ASIS employees enjoy access to generous workplace terms and conditions. Benefits include but are not limited to:

- Competitive salary plus 15.4% superannuation
- A variety of leave options including 22 day paid annual leave per year
- Paid leave between Christmas and New Year
- Domestic Relocation assistance for new staff to Canberra
- Health and wellbeing initiatives
- Salary packaging arrangements
- Learning and development opportunities including access to study assistance
- A variety of support services including but not limited to Employee Assistance Program (EAP) and a Staff and Family Support Office.

Whilst ASIS officers are not able to work from home due to the classified nature of our work, staff have access to a range of flexible working arrangements. These include part time hours, condensed hours and/or flexible start/finish times to support other responsibilities.

ASIS conditions of service are similar to those applying for the Australian Public Service, for a full list of benefits and conditions see asis.gov.au.

Eligibility

To be eligible for a role you must:

- Be an Australian citizen
- Be assessed as suitable to hold and maintain a TOP SECRET-Privileged Access security clearance
- For more information on eligibility please see the Protective Security Policy Framework which is publicly accessible at protectivesecurity.gov.au, section 12 provides information on eligibility and sustainability

Reasonable adjustments

ASIS is committed to fostering a diverse and inclusive environment for candidates to participate in all stages of the selection process. Please let us know if you require any additional assistance or reasonable adjustments during any stage of the recruitment process and we will work with you to manage this throughout. If you are successful in gaining employment, reasonable adjustments can also be made available to you in performing your role.

Additional Information

We thank all applicants for their interest in a role with ASIS. Please be advised that our selection process is rigorous and extensive and that we do not provide feedback to unsuccessful applicants.

All sections process decisions are merit based and candidates must be prepared to undergo various selection stages throughout the process.

A merit pool will be established for candidates who are suitable for this round and will remain valid for 18 months

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

Candidates are required to provide a resume and a written one-page pitch. We ask that candidates provide examples that support their claims against the key duties, highlighting demonstrated experience in their area/s of expertise.

To apply, please obtain the selection documentation for Ref No. **1036** from www.executiveintelligencegroup.com.au/vacancies/

All applications must be submitted through the Executive Intelligence Group website. If, after reading the selection documentation, you require further information, please contract Tricia Searson or Karina Duffey on (02) 6232 2200.

All applications for employment with ASIS are handled in the strictest confidence. It is essential you maintain a similar level of confidentiality and that you do not discuss your application with anyone.

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.