



# Candidate information pack

Assistant Secretary, Human Resources  
Senior Executive Service Band 1  
Australian Secret Intelligence Service

**Reference No: 1052**

**Close date: 11.30pm AEST Tuesday 7 April 2026**

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## Assistant Secretary, Human Resources

### Position description

#### Position Overview

<b>Title</b>	Assistant Secretary - Human Resources
<b>Classification</b>	Senior Executive Service Band 1
<b>Location:</b>	Canberra, ACT
<b>Contact</b>	Executive Intelligence Group – Tricia Searson or Karina Duffey Phone: (02) 6232 2200; admin@execintell.com.au
<b>Closing Date and Time</b>	11.30pm AEST Tuesday 7 April 2026

### About ASIS

The Australian Secret Intelligence Service (ASIS) is Australia's overseas secret intelligence collection agency. We are Australia's experts 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 LGBTIQ+.

### The role

#### Assistant Secretary – Human Resources – SES Band 1

The Assistant Secretary – Human Resources (HR) is responsible for providing quality, client-focused services across the full range of human resources functions in ASIS. The Assistant Secretary – Human Resources is responsible for planning, developing, co-ordinating, and implementing human resources strategies, policies and processes for ASIS to optimise use of human resources in achieving corporate goals. It incorporates Strategic Workforce Management, Employee Relations, Payroll Services, Work Health and Safety, Recruitment and Organisational Psychology.

The role:

- Leads a team of professionals to provide high quality, client-focused HR services to ensure ASIS maintains a highly skilled, diverse and engaged workforce;
- provides expert advice and assistance to senior executives on a broad range of strategic human resources management activities in accordance with relevant legislation, policies and guidelines;
- develops and implements innovative and contemporary people strategies and workforce plans;
- demonstrated experience managing complex personnel issues;
- builds organisational capability to achieve the outcome of the ASIS Strategic Plan;
- champions a culture of continuous improvement and HR modernisation, including through adoption of new technologies such as artificial intelligence;

- ensures that organisational systems, processes, procedures and policies are fit for purpose and responsive to organisational needs; and
- maintains effective internal and external partnerships.

The Assistant Secretary – Human Resources reports to the Chief Operating Officer and works closely with the Director General and the Deputy Directors' General, contributing to the design and delivery of the HR function in alignment with the directions and priorities of ASIS's Strategic Plan.

## Education and qualification requirements

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

- Significant senior level experience in leading HR services in a large organisation;
- 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 HR and/or management, preferably at post graduate level;
- Comprehensive experience in leading and managing transformation programs; and
- An understanding of national security issues is highly desirable.

## 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](http://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](http://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.

## Personal Particulars Form

All applicants are required to complete the **Personal Particulars Form – Application for Employment with ASIS**. This form is located at the end of this Candidate Information Pack and has also been uploaded to the vacancy as a separate form. Once completed the Personal Particulars Form can be uploaded with your CV into your application.

## 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 (maximum 500 words). 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. **1052** from [www.executiveintelligencegroup.com.au](http://www.executiveintelligencegroup.com.au)

All applications must be submitted through the Executive Intelligence Group website.

If, after reading the selection documentation, you require further information, please contact Tricia Searson or Karina Duffey on (02) 6232 2200 or [admin@execintell.com.au](mailto:admin@execintell.com.au).

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](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 upload your CV. 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 CV 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.

**PERSONAL PARTICULARS FORM- APPLICATION FOR  
EMPLOYMENT WITH ASIS**

PLEASE COMPLETE ALL QUESTIONS

**PLEASE SUBMIT THIS COMPLETED FORM WITH YOUR APPLICATION**

**Personal Details**

Name:

Previous Name(s) (if applicable):

Date of Birth:

Place of Birth:

Home Address (including State and Postcode):

Occupation:

Business Address (including State and Postcode):

Current Nationality:

If not Australian by birth:

Previous citizenship or other current citizenship:.....

Date on which Australian citizenship acquired:.....

Date of arrival in Australia:.....Period resided in Australia.....

**Marital Status:**

**Partner Details:**

Full Name (maiden name if applicable):

Date and Place of Birth:

**Voluntary Retrenchment:** Have you ever received, or are expecting to receive, a voluntary retrenchment benefit from the Australian Public Service or another Commonwealth Employer? **Y/N**

Date Received:.....

From which Department or Agency?.....

