



Candidate information pack

Deputy Director-General
Capability, Corporate Management and Transformation
Senior Executive Service Band 3
Australian Secret Intelligence Service

Reference No: 1057

Close date: 11.30pm AEST Thursday 11 June 2026

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Deputy Director-General, Capability, Corporate Management and Transformation, SES Band 3

Position description

Position Overview

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|------------------------------|---|
| Title | Deputy Director-General, Capability, Corporate Management and Transformation |
| Classification | Senior Executive Service Band 3 |
| Location: | Canberra, ACT |
| Contact | Executive Intelligence Group, Karina Duffey Phone: (02) 6232 2200; admin@execintell.com.au |
| Closing Date and Time | 11.30pm AEST Thursday 11 June 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

Deputy Director-General - Capability, Corporate Management and Transformation SES Band 3

Reporting to the Director-General ASIS, and working in close collaboration with Deputy Director-General Operations, the Deputy Director-General, Capability, Corporate Management and Transformation, is responsible for:

- developing and maintaining the operational and corporate capabilities of the organisation;
- managing large scale transformation programs; and
- managing organisational risk and long-term financial sustainability, to ensure that ASIS can proactively respond to challenging and evolving global demands.

The Deputy Director-General, Capability, Corporate Management and Transformation is a high-profile position, providing executive leadership across the organisation. The position works in close collaboration with Ministers and senior stakeholders across the Australian National Intelligence Community (NIC), broader Commonwealth Government, industry, and international partners.

The Deputy Director-General, Capability, Corporate Management and Transformation, in close consultation with the Director-General ASIS and Deputy Director-General Operations, determines key capability and

corporate policy directions for the organisation, and is responsible for ensuring appropriate governance arrangements are in place for timely executive and strategic decision making.

The successful applicant will have a demonstrated ability to:

- deliver organisational outcomes against complex work programs;
- build and maintain high-level strategic relationships;
- manage organisational risk;
- provide outstanding strategic direction and leadership; and
- operate in accordance with, and actively promote, ASIS's values and ethical standards.

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 hold Australian citizenship.

Tenure

This role is for a contract period of 5 years with an extension option.

Employees are not members of the Australian Public Service (APS) although their terms and conditions of their employment are generally comparable of those in the APS. A 6-month probation period applies to ASIS positions. It is a condition of engagement that ASIS staff agree in writing to uphold the ASIS values.

Key Responsibilities

- As an inspiring and empowering leader, provide executive leadership and strategic direction for the organisation, and in particular the Capability, Corporate Management and Transformation Group.
- Advance ASIS's strategic objectives and adapt the organisation for the future, ensuring ASIS is aware of, and responds proactively to, continually changing global and technological developments.
- Ensure organisational governance frameworks are operating effectively to promote transparency, integrity and performance excellence.
- Strengthen strategic partnerships across the NIC, broader Commonwealth Government, industry and international liaisons to build trust, innovation, and a fit-for purpose and sustainable ASIS operating model.
- Ensure the effective management of organisational risk, and ensure strong, transparent and well-communicated governance and risk management systems are in place.
- Ensure financial stability and the effective management of organisational resources through effective organisational-wide financial analysis and planning, ongoing executive engagement on key financial matters, and proactive external stakeholder engagement.
- Ensure ongoing capability – particularly technological – development to support ASIS now and into the future.
- Promote and enact the ASIS values.

Education and qualification requirements

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

- Significant industry/government experience in senior/executive leadership roles with a proven track record for achieving high-quality strategic outcomes;
- High level capacity to engage and influence a broad range of stakeholders;
- Executive leadership and success in delivering results through other senior leaders;
- A current and comprehensive understanding of national security issues; and
- Formal qualifications in a relevant field, preferably at post graduate level.

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

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.

Selection criteria

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

Shapes strategic thinking

- Shows judgement, Intelligence and common sense;
- Thinks strategically;
- Harnesses information and opportunities; and
- Shows judgement, intelligence and common sense.

Achieves Results

- Builds organisational capability and responsiveness;
- Marshalls 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.

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 **Karina Duffey** on **(02) 6232 2200**.

Applications must be submitted through the Executive Intelligence Group website.

How to apply

Candidates are required to provide an unclassified resume and an unclassified written one-page pitch (maximum 500 words). Candidates are required to outline how, having regard to the core skills, they have demonstrated significant outcomes relevant to each criteria as well as the capabilities and behaviours that underpin them.

To apply, please obtain the selection documentation for Ref No. **1057** from 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 Karina Duffey at Executive Intelligence Group on (02) 6232 2200 or 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, you will be asked to declare that all information provided in your application is complete at the time of application lodgement, accurate and not misleading, and that you have disclosed any matters relevant to your suitability, including any changes to your current role/employment arrangements, noting that integrity checks may be undertaken by the client and that a lack of transparency may result in your application being deemed unsuitable.
- 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**.
- You will be required to include the details your statement of claims / pitch directly into the online application form. You do not need to upload your statement of claims / pitch as a separate document / file. Make sure you take account of the requirements of the position and the selection criteria (if required) against which you will be assessed.
- Please have your current CV ready to upload in a single document. 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 your application is submitted you will not be able to make any changes.
- Once you have submitted your application, you will receive an automated email. In the event that you do not receive an automated email confirming your application has been submitted please ensure 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.
- 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.

Please note: our office hours are Monday – Friday between 9.00am and 5.00pm. If you have any queries on the advertised position/s or how to apply, please contact us during these times and before applications close.

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?.....

