



# **Candidate Information Kit**

**Legal Officer  
(APS 6)**

**Actual Vacancy**



## **Legal Officer – Actual Vacancy**

**APS 6 (OIGIS Broadband 2)**

**\$86,655- \$97,381**

**Office of the Inspector-General of Intelligence and Security**

**Ongoing & Non-Ongoing, Full-time & Part-time**

**ACT**

**Positive Vetting**

### **Who are we?**

The Inspector-General of Intelligence and Security (IGIS) is central to the independent oversight of the Australian intelligence agencies. The IGIS is an independent statutory office holder who reviews the activities of the intelligence agencies to ensure they act legally and with propriety, comply with ministerial guidelines and directives, and respect human rights. All IGIS staff members assist the Inspector-General to provide assurance to the Parliament and the public that these agencies are using their powers as intended.

### **The opportunity**

The Office of the Inspector-General of Intelligence and Security (OIGIS) Legal and Legislation Section is responsible for the provision and facilitation of legal advice, services, training and support in fulfilment of the IGIS' functions. As legal advisers to a small agency, our legal practice is diverse, challenging and highly rewarding. Legal team staff are expected to operate with high levels of autonomy and have opportunities to work collaboratively to build expertise across a range of areas in this critical national security and intelligence legal role. Legal team staff benefit from a comprehensive regime of training, professional development and exposure to professional networks.

IGIS welcomes applicants seeking employment on an ongoing or non-ongoing basis and supports flexible working arrangements, subject to operational requirements. As well as filling available positions, a merit list will be created as a result of this recruitment process for any future vacancies.

### **Key duties**

Under the direction of the Director, Legal and the Assistant Directors, Legal:

- Provide practical and technically sound legal advice on matters related to the functions of the IGIS and in support of its operations,
- Engage with policy departments on the development of legislation relevant to the functioning of the IGIS and oversight of intelligence and security matters,
- Build effective and solutions driven relationships with a wide variety of stakeholders, including within the national intelligence community, policy agencies and civil society,
- Contribute to the inspection and inquiry functions of the Inspector-General of Intelligence and Security where required,
- Assist in the conduct of internal and external legal training and development,
- Assist senior legal officers in advising the IGIS on a range of matters ensuring best practice in legal oversight and compliance, including as reflected in other jurisdictions and partner countries,
- Draft submissions and support the appearance of the Inspector-General before the Parliamentary Joint Committee on Intelligence and Security and other parliamentary committees, and
- Contribute to the effective functioning of the Intelligence Oversight, Enabling Services and Legal Branch, and the IGIS more broadly.

### **To be successful in this role you will have:**

- The desire to work in a productive, values driven organisation with a desire to achieve results,
- A positive attitude, energy and commitment to the objectives of OIGIS,
- A collaborative and respectful approach to all aspects of your work,
- The drive to develop your professional expertise and reputation for constructive advice, and
- The ability to conduct your work in an organised and flexible manner.

### **Eligibility**

#### **Essential skills or qualifications**

- Experience in the development of legal policy, advice or training,
- Excellent written and verbal communication skills,
- Understanding of the importance of stakeholder management and relationship building,
- Ability to manage own work and ability to contribute to the resolution of complex problems,
- Ability to work effectively in a small team environment,
- Admission on the roll of an Australian State or Territory Supreme Court or the High Court of Australia, and
- A practicing certificate, or eligibility to hold a practicing certificate, in the Australian Capital Territory is also essential.

#### **Highly Desirable skills**

- Experience in national security law and policy
- Demonstrated skills in the provision legal advice, policy or training in a government context

Candidates must be Australian citizens and be able to obtain and maintain a Positive Vetting security clearance. Candidates will be required to undergo organisational suitability testing as part of this selection process.

### **How to Apply**

Applicants are required to submit an application using the webform on the IGIS website (<https://www.igis.gov.au/form/recruitment>) by 29 November 2020 at 11:59pm AEDT. As part of your application you will need to provide:

- your resume, including the contact details of two referees; and
- a 'statement' of no more than 750 words telling us how your education, skills, knowledge and experience amply qualify you for the position.

### **Contact**

If you would like more information about the position, please contact Nathan on 02 6141 4512 or by email at [legal@igis.gov.au](mailto:legal@igis.gov.au).

## Security Clearance, Organisational Suitability and Conflict of Interest Declaration Requirements

Positions in the OIGIS are positions of trust. Appointment to our office depends on the outcome of an organisational suitability assessment. Appointment and ongoing employment are also subject to a Positive Vetting clearance being granted and maintained. Security vetting may take many months to complete and requires candidates to provide significant information to the vetting authority. In addition, all office staff are required to make annual conflict of interest declarations.

## Frequently Asked Questions

### What should I include in my resume?

The quality of your resume creates the first impression we have of you. As a minimum you should ensure that you include the following elements:

- personal details – include your name, contact email address and phone numbers;
- education – provide details of any education and qualifications that relate to the position you are applying for;
- work experience – include all work experience and outline the main responsibilities and achievements that are relevant to the position for which you are applying. Organise your employment history in chronological order, starting with the most recent, and indicate actual dates of employment. Make sure to explain any gaps in time;
- referees – include the name and contact details of two professional referees who can validate and support your application; and
- layout – the standard resume length is between two to six pages. Use an easy to read font and a simple consistent format. Use bullet points to break up text. Place key information on the front page where it can be noticed. Highlight important facts, and ensure that you can back them up with examples if asked at interview.

### What should I include in my statement?

Your 750 word statement is a chance to persuade us that you would be an excellent Legal Officer. We want to know why you want to work for this office, why you are interested in the role, what you can offer us and how your skills, knowledge, experience and qualifications are applicable to the role.

### How will my application be assessed?

All selection decisions are based on merit which means that:

- the assessment process is fair and consistent;
- assessment is based on position specific requirements for the position – things that are genuinely required for someone to perform the role at the respective classification; and
- as evaluated, the best person for the position is offered the position.

Your statement will be assessed using the APS Work Level Standards. The Work Level Standards are available at: <https://www.apsc.gov.au/work-level-standards-aps-level-and-executive-level-classifications>.

In doing so, you will be judged on your ability to demonstrate that you possess - or have the real potential to develop - the required skills, knowledge, experience and qualifications to perform the role. These requirements are based on the information provided to you as part of the position advertisement.

If you are shortlisted you may be asked to undertake further assessment to test your ability to perform the role. This may include testing your written communication skills.

In the event that more than the required number of suitable candidates is identified, a merit pool may be established and maintained to fill similar vacancies within a 12-month period, should they arise.