



Candidate Information Kit

Assistant Director (EL1)

Actual and Expected Vacancies



Assistant Director – Actual and Expected Vacancies

EL1

\$104,673 - \$116,686

Office of the Inspector-General of Intelligence and Security

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 and security agencies. The IGIS is an independent statutory office holder who reviews the activities of Australia's intelligence and security 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

An Assistant Director plays a significant role in the operational work of IGIS, demonstrating critical analysis to understand issues, formulate conclusions and make recommendations. These officers lead and conduct inspections, regularly engage stakeholders across a broad range of intelligence agencies, and actively contribute to the broader functions of IGIS.

Under the direction of the Director an EL1 Assistant Director will:

- plan and execute inspections of intelligence agency activities by conducting research and data analysis, examining documentation, meeting with agency staff to discuss issues or resolve contested views, and finalising inspection outcomes
- take a lead role in inquiry and investigations into other matters within IGIS jurisdiction
- foster, build and maintain relationships with colleagues from Government agencies to further the work of the office
- critically analyse complex documents by applying sound judgment to draw conclusions, including contesting other views
- communicate (orally and in written form) to a wide variety of audiences to varying degrees of complexity, including to Senior Executive level staff
- interpret and apply legislation, and policies and procedures, in relation to agency activities
- mentor and develop staff.

To be successful in this role you will have:

- a desire to work in a productive, values-driven organisation and to achieve results
- a positive attitude, energy and commitment to the objectives of IGIS
- a collaborative and respectful approach to all aspects of your work
- the ability to conduct your work in an organised and flexible manner.

Essential skills:

- highly developed analytical and critical thinking skills to tackle complex issues
- excellent written and verbal communication skills
- ability to work within, and provide guidance during, a period of change
- ability to build and maintain relationships with a network of stakeholders in a responsive and flexible way
- ability to work independently and under minimal direction and supervision, a highly sensitive workplace
- have a professional curiosity to both proactively examine issues and develop new ways of conducting business.

Highly Desirable skills:

- understanding of, and/or experience in, the National Intelligence Community and broader APS
- experience undertaking inspections, audits or other types of administrative reviews or analytical work
- leadership experience, including experience managing individuals or a small group of staff.

Eligibility and further information

The successful candidate must be an Australian citizen and able to obtain and maintain a Positive Vetting security clearance. Successful 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 31 January 2021 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 make you suitable for the position.

Applicants wishing to provide classified information in their application should contact OIGIS HR on 02 6141 3330 before the closing date.

Contact

If you would like more information about the position, please contact OIGIS HR on 02 6141 3330 or by email at OIGIS-HR@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 in the OIGIS are 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 OIGIS 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 EL1 Assistant Director. 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.