



IGIS

INSPECTOR-GENERAL OF
INTELLIGENCE AND SECURITY

Candidate Information Kit
Director, Legal and Legislation (EL 2)
Actual Vacancy



Director, Legal and Legislation – Actual Vacancy

Executive Level 2 (OIGIS Broadband 4)

Office of the Inspector-General of Intelligence and Security

Ongoing, Full-time & Part-time

ACT

Positive Vetting

The Opportunity

The Office of the Inspector-General of Intelligence and Security (OIGIS) is seeking applications from Australian citizens to fill the position of Director, Legal and Legislation.

This role includes managing a small team and assisting the Inspector-General to:

- support the development of legislation in which the Office of the Inspector-General has an interest;
- draft reports, submissions, correspondence, briefing material and the like on a wide range of legal, parliamentary and oversight matters;
- support and work collaboratively with the other areas of the Office and with relevantly interested parties;
- assist staff within the Office with oversight functions including by providing guidance on legal issues;
- perform other duties as required, which may include corporate functions related to security, HR, records management, ICT system support, WHS and fraud and risk management;
- build capacity within the Office to discharge the Inspector-General's oversight functions including by providing training and guidance on legal issues; and
- other duties as required.

Our Ideal Candidate

In addition to the expectations of an Executive Level 2 officer, abilities and experience relevant to the specialist oversight work of the OIGIS in the following areas is highly desirable:

- strong communication skills and the ability to provide clear, concise written and oral advice;
- excellent research and analytic skills, with attention to detail and time management;
- working autonomously but within a collaborative team environment; and
- experience in managing complex relationships with relevantly interested parties, including successful resolution of competing perspectives.

Our ideal candidate would also:

- be legally qualified;
- be eligible for admission to practice as a legal practitioner; and
- have significant experience as an Executive Level Officer 1 or 2 (or equivalent).

How to Apply

Applicants are required to submit an application to OIGIS-HR@igis.gov.au using the PDF application form by 22 April 2019 **at 11:30pm AEST**. As part of your application you will need to provide:

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

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

Contact

If you would like more information about the position, please contact Bronwyn 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 and ongoing employment in OIGIS are subject to a Positive Vetting clearance being granted and maintained. Security vetting may take many months to complete and requires candidates to be Australian citizens and to provide significant information to the vetting authority.

Appointment to OIGIS is also dependent on the outcome of an organisational suitability assessment to determine whether prospective employees have the capacity to work in a high security environment and to meet OIGIS organisational suitability requirements. 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.

The Inspector-General can accept classified applications via appropriate channels; please contact Bradley on (02) 6141 3330 to make the necessary arrangements.

What should I include in my pitch?

Your one page pitch is a chance to tell us why you are the right person for the position. 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.

You will be assessed against the relevant classification level using the APS Work Level Standards. 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.