



Australian Government

Australian Security Intelligence Organisation

Director (APS EL2 equivalent), Ministerial and Cabinet Liaison

Location: Canberra

Are you seeking a career within an intelligence agency where you can contribute and make a difference to security of Australia?

An exciting opportunity exists for an experienced Director (APS EL2 equivalent), Ministerial and Cabinet Liaison. The successful candidate will manage and deliver advice to the office of the Minister of Home Affairs and coordinate ASIO's input into a number of parliamentary and other committees including; the National Security Committee of Cabinet and Secretaries Committee on National Security.

Role Responsibilities

As Director, Ministerial and Cabinet Liaison, you will:

- Manage a small team to provide timely, high-quality advice on matters pertaining to all ASIO's work programs to the Director General of Security and the Minister for Home Affairs;
- Coordinate and manage ASIO's input into the Senate Estimates process;
- Work closely with key stakeholders across ASIO and broader Government, to build and maintain productive relationships, and to ensure briefing processes are consistent, efficient and streamlined;
- Ensure the Director General and ASIO Executive receive early advice on emerging issues and are briefed accordingly; and
- Foster a collaborative and supportive culture of teamwork within the Branch, Division and across ASIO as a whole.

Benefits

ASIO provides a number of benefits to its staff including:

- A competitive salary, including a 7.5 per cent allowance for maintaining a Positive Vetting security clearance;
- Employer superannuation contributions of 15.4 per cent;
- A variety of leave options, including four weeks annual leave;
- Flexible working hours/arrangements to assist you to maintain your work-life balance. We adopt an "if not, why not" approach to working flexibly. (Please note: due to our unique working environment, work from home options may not be available);
- Six staff-led diversity and inclusion networks;

- Study assistance, including financial support and study leave for tertiary education; and
- Access to an Employee Assistance Program (EAP).

Why ASIO

The Australian Security Intelligence Organisation (ASIO) provides advice to the Australian Government to protect Australia, its people and its interests in today's complex and changing world. To be successful in this mission, we need talented people who are highly capable, dedicated, adaptable and resilient. Our people are our most important assets, they are ordinary Australians who do extraordinary things – the only difference is, we don't tell you where we work or what we do.

Eligibility

To be eligible for the role, you must be:

- An Australian citizen; and
- Assessed as suitable to hold and maintain a Positive Vetting security clearance.

ASIO is committed to fostering a diverse and inclusive environment, where all staff are valued and respected. We welcome and value applications from all eligible candidates irrespective of gender, sexual orientation, ethnicity, religious affiliation, age or disability. Aboriginal and Torres Strait Islander people are encouraged to apply. Please advise us if you require any additional assistance in order to fully participate in the recruitment process or the workplace.

How to apply

For more information about your career at ASIO, please visit: www.asio.gov.au/careers.

Click on '**Apply Online**' to commence your application.

ASIO holds all employment applications in the strictest of confidence. It is essential that you do the same. Please do not discuss your application with others as doing so may adversely affect your potential employment.

Closing date: 05-Feb-2021

APPLY ONLINE