



Opportunity Type
Full-Time

Opportunity Status
Ongoing

APS Classification
Senior Executive Service Band
1

Closing Date
24/02/2025

Job Category
Intelligence,
Organisation Leadership,
Security

Office Arrangement
On Site

Office of the Inspector-General of Intelligence and Security Assistant Inspector-General, Agency Oversight

Barton ACT

Who are we?

The Inspector General of Intelligence and Security is an independent stat... the activities of Australia's intelligence and security agencies to ensure th... comply with ministerial guidelines and directives, and respect human right... Inspector-General and his staff provides assurance to ministers, the parlia... agencies are using their powers as intended.

We are a small portfolio agency, proud of our contribution to the national i... people are our greatest asset – we recruit and retain highly capable, moti... of integrity and personal drive; and we invest in, and value, their developr... positive, and inclusive environment, empowering staff to work flexibly in th... of agency goals.

What we offer

We offer an attractive package which includes a combination of competiti... opportunities and a high performing team environment, including:

- generous employee benefits with competitive salary and the potenti...
- flexible working arrangements including family friendly, caring and w...
- professional development opportunities including further study, train...
- a team of intelligent, experienced and engaged leaders committed to...
- the opportunity to liaise across a range of agencies including securit...
- a supportive, balanced culture that fosters inclusion, personal growt... professional and personal endeavours.

The key duties of the position include:

The Opportunity

The Assistant Inspector-General, Agency Oversight, provides strategic lea... operations within the Office of the Inspector-General of Intelligence and S... key branch responsible for executing OIGIS' mission to assure Ministers, ... high standards of compliance with legislation and policy across the intellig... jurisdiction.

The role requires extensive knowledge of intelligence policy, operations, a... significant executive management experience in a government setting. Th... influence, shape policy development, and deliver programs with a long-te...

High-level stakeholder engagement is essential, balancing objective inspe... with intelligence agencies. The role demands a deep understanding of the... (NIC), government regulations, and statutory functions with proven experi... external stakeholders as well as contributing to policy development and le... authoritative source of intelligence advice, the occupant must operate ind... judgement and authoritative recommendations.

Key responsibilities of the Assistant Inspector-General

- Strategic Leadership: Lead the Agency Oversight Branch, providing direction to ensure effective intelligence operations and governance

- **Operational Direction:** Oversee the development and implementation plans for intelligence agencies, ensuring compliance with legal and
- **Stakeholder Engagement:** Build and maintain strategic relationships agencies and departments with operational and policy responsibilities parliamentary committees, ministerial offices and international partner collaboration and information sharing.
- **Policy Development:** Shape and influence policy development and ensuring alignment with national security priorities and legal standards
- **Change Management:** Drive organisational change initiatives within fostering a culture of continuous improvement and innovation.
- **Capability Building:** Mentor and develop staff, enhancing the branch oversight and governance services.
- **Risk Management:** Implement comprehensive risk management framework the integrity and effectiveness of intelligence operations.
- **Data-Driven Decision Making:** Utilise data analytics to inform strategy improve operational efficiency within the branch.
- **Strategic Resource Management:** Make strategic decisions in resource and effective operations. Ensure efficient budget management and anticipating future resource needs and planning strategically.
- **Training and Development:** Enhance training programs on emerging practices to maintain a high level of expertise within the branch.

To be successful in this role you will have:

- **Leadership:** Strong leadership and management skills, with the ability team towards achieving strategic objectives
- **Strategic Thinking:** Ability to think strategically and influence communication intelligence policy and legislative development
- **Stakeholder Management:** High-level stakeholder engagement skills maintain effective relationships across government and external partners
- **Communication:** Excellent communication and interpersonal skills, verbal concepts to a variety of audiences
- **Analytical Skills:** Strong analytical and problem-solving skills, with the judgement and authoritative recommendations
- **Integrity:** Exemplify APS Values and the highest standards of ethical

Essential skills and experience

- Extensive experience in intelligence policy, operations, and/or the national
- Demonstrated experience in leading teams in complex operating environments
- Highly-developed communication skills and demonstrated experience professional and collaborative relationships with stakeholders
- Tertiary Qualifications in a relevant field will be highly regarded.

Why work for us

We support and encourage flexible work practices and policies to the extent enable a work-life balance where you thrive at work, and at home. We are enabling flexible working arrangements that provide genuine support for those seeking a balanced wellbeing and home life. We know that a balanced best in our team.

We offer a range of benefits including:

- -generous leave entitlements
- commitment to exploring and enabling flexibility
- access to a range of benefits and entitlements
- study assistance
- embrace diversity and inclusion.

Remuneration

A Total Remuneration Package (TRP) will be negotiated with the success importance of this senior role.

The TRP comprises of:

- -Base salary
- OIGIS Allowance
- Superannuation
- Car parking

Eligibility

Security, suitability and integrity requirements

Positions at the IGIS are positions of trust. Appointment to our Office depends on a successful employment suitability assessment. Appointment and ongoing employment is conditional on a Positive Vetting clearance being granted and maintained. Security vetting is a prerequisite for employment and requires candidates to provide significant personal information. In addition, all IGIS staff are required to make annual conflict of interest declarations to ensure the independence and integrity of the Office.

Am I eligible to apply?

- You must be an Australian citizen and you must have a checkable background.
 - Note: we must be able practically to verify, from independent sources, periods of 12-months or more spent outside Australia.
- You must be willing to undergo a comprehensive security clearance.
 - Note: 'willing to undergo' means fully cooperating in the assessment and the provision of information and documentary evidence.

The successful candidate must be located in Canberra or willing to relocate. The Office provides relocation assistance to new employees relocating to Canberra from interstate.

Notes

How to apply

Applicants are required to submit an application using the webform by **Monday 11:30pm AEDT**. No extensions will be granted and late applications will not be considered.

All applications must be provided at the OFFICIAL level. Classified applications will not be accepted.

As part of your application you will need to provide:

- your resume;
- the contact details of two referees; and
- a statement of no more than 750 words explaining how your education and work experience make you suitable for the position.

When framing your response, you should also refer to the Integrated Learning capabilities required to be successful at SES Band 1. Information about the Public Service Commission website at: (www.apsc.gov.au/working-aps/aps-employees-and-managers/classification).

It is anticipated that interviews will be conducted the week beginning

Contact

If you would like more information about the position, please contact OIGIS 4490 or by email at oigis-recruitment@igis.gov.au.

Contact Officer

OIGIS Recruitment Team

Contact Phone

02 6141 4490

Agency Employment Act

PS Act 1999

Website

[Office of the Inspector-General of Intelligence and Security](#)

Position Number

0044/25_OIGIS-EXT

Vacancy Number

VN-0754122

Getting to know the Office of the Inspector-General of Intelligence and Security

The Inspector-General of Intelligence and Security is an independent statutory office holder who reviews the activities of six intelligence agencies within IGIS jurisdiction:

- Australian Security Intelligence Organisation - ASIO
- Australian Secret Intelligence Service - ASIS
- Australian Signals Directorate - ASD
- Australian Geospatial-Intelligence Organisation – AGO
- Defence Intelligence Organisation - DIO
- Office of National Intelligence - ONI

The purpose of this review is to ensure that these agencies act legally and with propriety, comply with ministerial guidelines and directives and respect human rights.

The functions of the Inspector-General are prescribed under sections 8, 9 and 9A of the Inspector-General of Intelligence and Security Act 1986 (Comlaw).

The Inspector-General can undertake a formal inquiry into the activities of an agency in response to a complaint or a reference from a minister. The Inspector-General can also act independently to initiate inquiries and conducts regular inspections and monitoring of agency activities.

In conducting an inquiry, the Inspector-General has significant powers which include requiring the attendance of witnesses, taking sworn evidence, copying and retention of documents and entry into the premises of an agency within jurisdiction.

The Inspector-General can also conduct preliminary inquiries into matters in order to decide whether to initiate a full inquiry.

[Learn More](#)