



# Personnel Security Assessor Candidate Guide

## About the team

The Personnel Security Assessments team plays a critical role in supporting the integrity of Australian Government business by providing advice to vetting agencies regarding the security implications of individuals being granted a clearance to access national security classified resources and capabilities. Each year, the team provides around 30 000 security assessments to Commonwealth agencies.

The team offers opportunities to develop skills in a range of areas. Team members conduct complex case investigations and interviews, engage in liaison, and contribute to whole-of-government personnel security policy development and forums. The team supports a flexible workplace.

## The people we are looking for

You will be a strong team player with excellent interpersonal skills and a commitment to achieving quality outcomes in a high volume environment. You will have demonstrated analytical and communication skills, including the ability to provide clear, impartial and forthright advice. You will have demonstrated your capacity to exercise good judgement and to identify efficiencies and innovative solutions to challenges.

## AE4 Security Assessor Role

As a security assessor you are the first check of clearance applicants. You are responsible for identifying cases which hit on our known set of security indicators and escalating them for further investigation.

You spend most of your time checking details of clearance applicants against ASIO holdings, identifying potentially adverse traces and liaising with investigative areas to obtain advice, referring cases to analysts in the team for further work, and providing advice and guidance to other team members and managers on your cases.

You also can get involved in improving the team's work, reporting the team's caseload, and supporting the team's outreach and engagement with vetting agencies.

### Role and duties

- Identifying cases which have indicators requiring further investigation.
- Entity checking across corporate databases.
- Raising requests for action by internal and external stakeholders.
- Providing support to the team through statistics, information technology maintenance and reporting, and correspondence and records.

### Qualifications, skills and attributes

You will be a strong team player in this role if you can show us what you offer against the ASIO Capability Framework for this level, in particular showcasing your:

- Ability to support colleagues to get the job done;
- Track record in developing productive working relationships, including with other work areas or external clients;
- Commitment to achieving quality outcomes to a standard in a high volume environment;
- Responsiveness to day-to-day work changes and shifting priorities;
- Willingness to contribute your ideas to improve the team's work and accept changes in your work;
- Skills in communicating in writing and verbally with other work areas or external clients;
- The ability to learn and adapt to new IT technology (desirable); and.
- Experience in a Department responsible for security assessments (desirable).

## AE5 Analyst Role

You work on a caseload of clearance applicants to give assurance they are suitable for the access they are seeking. You may lead a small team of security assessors. You are responsible for engaging with other areas resolve minor security issues, writing cases up, and escalating cases as complex and requiring detailed investigation.

You spend most of your time conducting checks of clearance applicants, resolving potentially adverse traces and minor security issues, writing up straight forward case summaries against the team's factor areas, referring cases which require escalation to the complex analytical teams, and providing advice and guidance to other team members and managers on your cases.

You also can get involved in improving the team's work, reporting the team's caseload, and supporting the team's outreach and engagement with vetting agencies.

### Role and duties

- Identifying cases which have indicators requiring further investigation.
- Resolving minor security issues and supporting complex investigations.
- Writing up sound, robust and evidence based assessments.
- Entity checking across corporate databases.
- Raising requests for action by internal and external stakeholders.
- Providing support to the team through statistics, information technology maintenance and reporting, and correspondence and records.

### Qualifications, skills and attributes

You will be a strong team player in this role if you can show us what you offer against the ASIO Capability Framework for this level, in particular showcasing your:

- Ability to support colleagues to get the job done and to recognise obstacles and discussing a way forward;
- Track record in developing productive working relationships, including developing good rapport with other areas and managing expectations by clarifying requirements and deadlines and communicating progress;
- Commitment to achieving quality outcomes to a standard in a high volume environment, negotiating responsibly where needed;
- Willingness to contribute your ideas to improve the team's work, including suggesting solutions and identifying broader influences that may present challenges;
- Delivery of impartial and forthright advice that you can justify and stand by
- The ability to learn and adapt to new IT technology (desirable).
- Experience in security assessments, including making and recording judgments (desirable).

## AE6 Complex Analyst Role

You work on a caseload of complex clearance applicants to give assurance they are suitable. You are responsible for driving investigations to achieve security outcomes in partnership with vetting agencies. This includes interviewing clearance applicants, developing security assessments, and sustaining adverse or qualified assessments which may be the subject of external appeal and review.

You spend most of your time understanding the nature of security issues in each case, developing strategies to collect more information or resolve them, forming sustainable judgments on the risk to security in each case, engaging professionally with vetting agencies, travelling to conduct security interviews, writing up cases in detail for resolution, and briefing team members and managers on your cases.

You will become an expert in the factor areas of concern and weighing cases for an adverse or qualified outcome. You also can get involved in improving the team's work, managing the team's caseload, and the team's outreach and engagement with vetting agencies.

### Role and duties

- Identifying the desired security intelligence outcomes in a caseload of complex matters and driving to achieve these outcomes.
- Liaison with internal and external stakeholders to draw on expertise, respond to queries regarding case status and progression, and to generate security effects;
- Using analytical and investigative tools to progress and inform personnel security assessments, including interviewing clearance applicants.
- Preparing and delivering sound and meaningful security assessments which can stand up to external scrutiny and appeal.
- Managing adverse and qualified assessments, including through in-house and external legal processes and appeals.

### Qualifications, skills and attributes

You will be a strong team player in this role if you can show us what you offer against the ASIO Capability Framework for this level, in particular showcasing your:

- Achievement in converting information into actions and outcomes;
- Ability to think laterally and integrate considerations from across the organisation and external partners into recommendations and decisions;
- Ability to develop and maintain relationships with stakeholders and effectively represent the team internally and externally;
- Professionalism in anticipating stakeholder concerns and their expectations;
- Drive to question what is in place, explore new ideas and different viewpoints, and propose improvements;
- Ownership in taking personal responsibility for work outcomes and decisions;
- The ability to learn and adapt to new IT technology (desirable); and
- Experience in security assessments, including making judgments, formulating cogent, well written and timely documents, and conducting interviews (desirable).

## Eligibility and application process

ASIO is seeking expressions of interest in the Personnel Security Assessor roles from candidates who currently hold a Positive

Vetting (PV) clearance.

If you are a PV clearance holder and wish to be considered please apply via the Employment Register, selecting Security Assessor from the Job Category menu in the application form.

## Working environment

ASIO employees benefit from generous workplace terms and conditions of employment and our flexible approach to working arrangements. Our employees enjoy:

- Competitive salary arrangements, including a 7.5 per cent allowance to compensate for the inconveniences of maintaining your security clearance and working in a secure environment;
- An 'If not, why not?' approach to flexible working arrangements for all job roles;
- Flex time for employees from AE1 to AE6 level and time in lieu for senior employees;
- Paid Christmas stand-down period from midday Christmas Eve until 2 January (shift workers excepted);
- Study assistance, including financial support and study leave for tertiary education;
- Options to purchase up to four weeks additional annual leave per year;
- Employer superannuation contributions of 15.4 per cent;
- Relocation support and allowances;
- A variety of leave options for an optimal work-life balance; and
- Fair and equitable shift work arrangements with associated shift work allowances.

Our focus is on our people. We recognise that our people are our strength and need to be supported in all aspects of their life to achieve the excellence we strive for. In addition to our comprehensive and award-winning training programs, we offer a number of other employee support services, including:

- An Employee Assistance Program providing free psychological counselling, advice and support for both personal and professional matters (including career development and transition);
- A formalised and structured employee mentoring program available to all staff;
- Harassment and Discrimination Advisers who provide advice and support on policies and workplace issues;
- Manager support services to assist managers with management challenges;
- Staff association representatives who provide advice on policies and workplace issues and advocate for staff;
- The ASIO Ombudsman who provides impartial and confidential services to staff and management to address staffing concerns through advice, consultation and mediation;
- Relocation support for staff, including financial assistance, leave entitlements and information packs about essential services;
- Ergonomic assessments and equipment as well as a support program to help staff with injuries/illnesses;
- A study support program for further study;
- Financial support for professional memberships directly related to the staff member's field of work; and priority access to childcare arrangements.

ASIO is committed to a flexible, fair and equitable workplace free from bullying, harassment and inappropriate behaviour. The ASIO Values and Code of Conduct guide our work and is expected to be exemplified by all employees.

If candidates have any questions regarding the process or the attached information please call ASIO Recruitment on (02) 6257 4916.