

Selection Documentation

GENERAL COUNSEL

Senior Executive Service Band 1

ASIS is Australia's overseas secret intelligence collection agency. Its mission is to protect and promote Australia's vital interests through the provision of intelligence services as directed by the Government. Its work can involve collecting intelligence relating to national security, international relations and economic issues. It also contributes to Australia's coordinated national efforts against terrorism, proliferation of weapons of mass destruction, and trans-national issues such as people smuggling.

ASIS is a diverse and inclusive workplace, where our people are empowered through authenticity and a sense of belonging to achieve their potential and contribute to a shared purpose and mission. We seek to reflect the community we serve, and welcome applications from Aboriginal and Torres Strait Islander peoples, women, people with a disability, neurodiverse, people from culturally and linguistically diverse backgrounds and those who identify as LGBTIQ+.

Role

This SES Band 1 position is an important part of ASIS's senior leadership team. Supporting the Chief General Counsel you will work within the ASIS legal team to provide legal advice on ASIS functions and their implementation, support the management of ASIS's legal function, and work with external legal counsel. The General Counsel is directly involved in complex transactions, and other high-risk matters. Ideally you will have broad legal experience within government along with the knowledge and understanding of dealing with oversight bodies.

This role requires a dynamic team player who enjoys working with stakeholders and team members, is adaptive and approachable, whilst also being able to demonstrate sound technical proficiency. You will be able to meet tight deadlines and work to support ASIS priorities.

Key Responsibilities and Tasks

As the General Counsel you will lead a small team who will provide advice across a range of matters, including

- The development and interpretation of national security legislation, with a focus on the Intelligence Services Act 2001;
- Advising on the drafting and preparation of briefings, submission and other material for Ministers and Parliamentary Committees;
- Providing legal services and advice on corporate matters, including employment law and commercial issues;
- Assisting with ASIS's engagement with the judicial system, including providing advice on complex litigation and information protection.
- Coordinating and maintaining liaison relationships with the Attorney-General's Department, the Department of Foreign Affairs and Trade, National Intelligence Community, the Inspector General of Intelligence and Security and other key external stakeholders.

Core Skills

The following is an overview of skills required to succeed in the role:

- Demonstrated ability and experience managing a successful legal team
- Demonstrated ability and experience in providing high level legal services and advice on a range of legal matters, such as statutory interpretation, oversight, administrative law, litigation, employment law and commercial law.
- Advanced negotiation and communication skills with an emphasis on supporting organisational outcomes in a concise and confident manner.
- Ability to build and sustain effective relationships and foster teamwork by working collaboratively and productively with others.
- Demonstrated high level of judgment and the highest standards of ethical behaviour and propriety.

Education, qualification and experience requirements

Essential Qualifications and Experience:

- A Bachelor of laws or a Juris Doctor from an Australian tertiary institution (or a comparable overseas qualification).
- You will need to currently hold an unrestricted practicing certificate in the ACT or competent jurisdiction, or be eligible to hold one.

The following experience will be highly regarded:

- Experience with national security laws.
- Experience providing in-house legal services.

CAPABILITIES

Candidates are not required to provide a separate written response to the ILS capabilities (below), however, candidates are encouraged to consider the capabilities in preparing their application, as each candidate will be assessed on their ability to demonstrate behaviours aligned to the capabilities for the position.

For more information on the ILS, tips on applying for jobs in the Public Service, go to the APSC website found at www.apsc.gov.au

Shapes strategic direction

- Inspires a sense of purpose and direction;
- Focuses strategically;
- Harnesses information and opportunities; and
- Shows judgment, intelligence and common sense

Achieves Results

- Builds organisational capability and responsiveness;
- Marshals professional expertise;
- Steers and implements change and deals with uncertainty; and
- Ensures closure and delivers on intended results.

Cultivates Productive Working Relationships

- Nurtures internal and external relationships;
- Facilitates co-operation and partnerships;
- Values individual differences and diversity; and
- Guides, mentors and develops people.

Exemplifies Personal Drive and Integrity

- Demonstrates public service professionalism and probity;
- Engages with risk and shows personal courage;
- Commits to action;
- Displays resilience; and
- Demonstrates self-awareness and a commitment to personal development.

Communicates with Influence

- Communicates clearly;
- Listens, understands and adapts to audience; and
- Negotiates persuasively.

Job Specific Requirements

- Demonstrated experience and education relevant to the role.

HOW TO APPLY

To **APPLY**, please submit an application **ONLINE** via the website.

1. Candidates are required to provide a resume and a written two-page pitch outlining how they have demonstrated significant outcomes relevant to each of the criteria, as well as the capabilities and behaviours that underpin them.
2. All applications must be submitted **ONLINE** via our website.
3. If, after reading the selection documentation, you require further information, please contact Beaumont&Beaumont on (02) 6126 4500 (ref 5820).

APPLICATIONS CLOSE: Monday 5 August 2024

ELIGIBILITY

Candidates must be Australian citizens.

The successful candidate will be required to obtain and maintain the highest-level security clearance.

REASONABLE ADJUSTMENTS

All requests for reasonable adjustments will be considered and managed in consultation with you. We will continue to ask you if you require reasonable adjustments at each stage of the process. If you are successful in gaining employment, reasonable adjustments can also be made available to you in performing your role.

WHAT HAPPENS NEXT?

Please do not tell anyone about your application with our organisation at this stage of the process as doing so may harm your suitability for employment with us.

A merit list will be established for candidates who are suitable and will remain valid for a period of 18 months.