**Position Title:** Technical Intelligence Assessment Analyst  
**Job Reference Number:** SPI/02086/20  
**Position APS Level:** APS Level 4, 5, 6 (Multiple Classifications)  
**Position Location:** Russell, ACT  
**Salary:** $67,100 - $92,150 (plus super)  
**Position/s:** Multiple  
**Employment Status:** Ongoing - Actual vacancy  
Full time (37.5 hours) or Part time - all hours considered  
**Security Level:** Positive Vetting  
**Group:** Strategic Policy & Intelligence  
**Division:** Defence Intelligence Organisation  
**Branch:** Weapons and Technical Intelligence, Counter Proliferation and Terrorism Branch  
**Contact Officer:** (02) 6127 5380 or (02) 6127 5098  
**Closing Date:** 11:30pm (AEST), Monday 08 June 2020  
No extensions will be granted and late applications will not be accepted.

*One APS Career…Thousands of Opportunities*
About This Information Pack

This information pack provides useful material regarding the role that you are applying for and further advice to guide you with your application.

Position Description

If you are looking for a career where your work has a profound impact on upholding our nation’s security, you have come to the right place. The Defence Intelligence Organisation (DIO) provides intelligence advice to the Australian Defence Organisation and broader Government to assist in dealing with threats to Australia and its national interests. DIO identifies and assesses foreign military, political, social and cultural developments that affect the planning and conduct of Australian Defence Force operations. Issues potentially impacting upon Australian Defence capability developments, or influencing Australian efforts to promote regional or international stability, are also identified and assessed.

Our work is exciting and interesting. DIO believes that our people are our most valuable resource, and will invest in your training and development to ensure your time with us is deeply rewarding, both personally and professionally.

To achieve our mission to produce the best possible technical intelligence, we bring together smart, focused people from a variety of STEM backgrounds and disciplines to create a highly effective and cohesive workforce.

As an APS4, APS5 or APS6 Technical Intelligence Assessment Analyst, you will analyse and evaluate technical information from a variety of classified and unclassified sources, and provide intelligence assessments drawing on your STEM background to customers to reduce uncertainty in their decision making. You will be objective, have creative approaches to thinking, and possess strong research skills. You will also have an inquiring mind, seeking to confirm truths and probabilities, and the ability to scrutinise foreign developments to recognise trends and patterns. You will be aware of DIO’s place in government and its primary goals; and you will anticipate opportunities and propose strategies for addressing them. You will cultivate productive working relationships throughout government and with Allies.

Further enquiries about the position can be made to the Contact Officer (02) 6127 5380 or (02) 6127 5098 email dio.candidatefeedback@defence.gov.au

Occupation Description

APS 4 Technical Intelligence Assessment Analyst

Within the Intelligence function an APS4 Technical Intelligence Assessment Analyst is accountable under limited direction to perform and achieve moderately complex scientific or technical research and analysis work within an integrated workforce. They will demonstrate knowledge and understanding of a specific scientific or technical discipline to conduct scientific and technical analysis. They are accountable to have a good understanding of and compliance to relevant legislative frameworks, government decision-making and Defence’s mission and policy requirements.

An APS4 Technical Intelligence Assessment Analyst will be accountable for organising their workflow, making decisions within their defined parameters relating to area of responsibility
and will seek guidance when required. They may exercise some discretion with respect to how legislation, procedures and guidelines are interpreted and applied to their work. They will provide specialist or administrative support that is informed and directed by their knowledge of the Intelligence function. They may undertake some research and analysis activities.

The APS4 Technical Intelligence Assessment Analyst will be required to share information, monitor work practices, set own priorities and develop local procedures. They may provide coaching and on-the-job training for newer and less experienced team members.

The APS4 Technical Intelligence Assessment Analyst may be required to communicate with, respond and provide advice to a range of stakeholders on moderately complex operational and administrative issues to achieve work unit and Defence outcomes. They will be accountable to contribute towards ongoing self-improvement and professional development.

**APS 5 Technical Intelligence Assessment Analyst**

Within the Intelligence function an APS5 Technical Intelligence Assessment Analyst is accountable under limited direction to perform and achieve complex scientific or technical research and analysis work within an integrated workforce. They will demonstrate knowledge and understanding of a specific scientific or technical discipline to conduct scientific and technical analysis. They are accountable to have and maintain a well-developed understanding of and compliance to relevant legislative frameworks, government decision-making and Defence’s mission and policy requirements.

An APS5 Technical Intelligence Assessment Analyst will be accountable for organising their workflow and making independent decisions relating to their area of responsibility. They will interpret and provide advice within the intelligence function based on legislation, policy and procedures. They will undertake specialist scientific or technical intelligence research and analysis, conduct reviews, assessments, investigations and perform procedural, clerical, or operational support work to achieve results.

The APS5 Technical Intelligence Assessment Analyst may coordinate and contribute to the work of a team consistent to a work plan and provide advice and assistance on methods of task completion to team members. They may be a team coach and be accountable to set own work priorities, workflow and performance. They may provide leadership, coaching and on the job training for newer and less experiences team members.

The APS5 Technical Intelligence Assessment Analyst will be required to engage and communicate with stakeholders to identify, respond and provide advice on issues to achieve work unit and Defence outcomes. They will be accountable to contribute towards ongoing self-improvement, on-the-job training and professional development.

**APS 6 Technical Intelligence Assessment Analyst**

Technical Intelligence Assessment Analyst is accountable under broad direction to perform and achieve complex scientific or technical research and analysis work within an integrated workforce. They will demonstrate knowledge and understanding of a specific scientific or technical discipline to conduct scientific and technical analysis. They are accountable to ensure they have knowledge of and compliance with legislative frameworks, government decision-making and Defence’s mission and policy requirements.

An APS6 Technical Intelligence Assessment Analyst will work independently with the opportunity for reasonable autonomy and accountability for the achievement of outcomes of their work. They will exercise both initiative and judgement in the conduct of all source scientific or technical intelligence practices utilising their subject matter expertise to perform detailed intelligence analysis and assessments which directly supports ADF capability development and senior decision making.
An APS6 Technical Intelligence Assessment Analyst may be a team coach or lead a team and be accountable to set work priorities and manage workflows. They are expected to be capable of building team capability through coaching, feedback and developing the quality of work undertaken by others within a work unit. They may exercise the associated people and financial responsibilities to achieve work unit outcomes.

An APS6 Technical Intelligence Assessment Analyst will have a considerable level of stakeholder engagement and will liaise with stakeholders in relation to complex or sensitive issues of a scientific or technical nature. They will be required to identify, anticipate and respond to stakeholders’ needs and expectations to achieve work unit and Defence outcomes. They will be accountable to contribute towards ongoing self-improvement and professional development to maintain their subject matter expertise.

**Duty Statement**

**APS 4 Technical Intelligence Assessment Analyst**

The duties of an APS4 Technical Intelligence Assessment Analyst occupation in Defence include the following (note: not all duties are required to be performed during a 12 month performance cycle):

1. Perform research and analysis to prepare moderately complex all-source scientific and technical intelligence assessments related to Defence and national security issues.

2. Interpret and comply with legislative, policy and regulatory frameworks including information management requirements.

3. Apply scientific, technical or engineering knowledge and methods to assess developments and trends in foreign military capabilities on issues that may impact Defence and Australia’s national security, ADF operations, including informing countermeasure and capability development.

4. Use moderately complex technical analytical tools, methods and techniques to develop scientific and technical assessments that will support Defence and allied partners and inform senior decision making.

5. Build and sustain effective relationships, with scientific and technical customers, and key stakeholders to deliver tailored intelligence assessments.

6. Work collaboratively to represent and advocate for Defence at Australian and allied scientific and technical conferences, working groups and exchanges to support the Defence mission.

7. Resolve problems using expertise, taking the initiative to identify and recommend alternative courses of action.

8. Accountable for accurate and timely completion of work, developing own expertise under the guidance and mentoring of more senior team members.

9. Build and sustain effective relationships with team members and actively participates in team work and organisational activities.

10. Assess, populate and validate all-source intelligence in technical or scientific data repositories.
**APS 5 Technical Intelligence Assessment Analyst**

The duties of an APS5 Technical Intelligence Assessment Analyst occupation in Defence include the following (note: not all duties are required to be performed during a 12 month performance cycle):

1. Perform research and analysis to prepare complex all-source scientific and technical intelligence assessments related to Defence and national security issues.

2. Interpret and comply with legislative, policy and regulatory frameworks including information management requirements.

3. Apply scientific, technical or engineering knowledge and methods to assess developments and trends in foreign military capabilities on issues that may impact Defence and Australia’s national security, ADF operations, including informing countermeasure and capability development.

4. Utilise complex technical analytical tools, methods and techniques to develop scientific and technical assessments that will support Defence and allied partners and inform senior decision making.

5. Build and sustain effective relationships, negotiating with scientific and technical customers, and key stakeholders to deliver tailored intelligence assessments.

6. Work collaboratively to represent and advocate for Defence at Australian and allied scientific and technical conferences, working groups and exchanges to support the Defence mission.

7. Resolve problems using expertise, taking the initiative to identify and recommend alternative courses of action.

8. Accountable for accurate and timely completion of work, sharing own expertise with others and guiding and mentoring less experienced employees.

9. Build and sustain effective relationships with team members and actively participates in team work and organisational activities.

10. Make informed decisions by assessing, populating and validating all-source intelligence in technical or scientific data repositories.
APS 6 Technical Intelligence Assessment Analyst

The duties of an APS6 Technical Intelligence Assessment Analyst occupation in Defence include the following (note: not all duties are required to be performed during a 12 month performance cycle):

1. Undertake research and analysis to prepare complex all-source scientific and technical intelligence assessments related to Defence and national security issues.

2. Responsible for interpreting and complying with legislative, policy and regulatory frameworks including information management requirements.

3. Apply scientific, technical or engineering knowledge and methods to assess developments and trends in foreign military capabilities on issues that may impact Defence and Australia’s national security, ADF operations, including informing countermeasure and capability development.

4. Understand and utilise complex technical analytical tools, methods and techniques to develop scientific and technical assessments that will support Defence and allied partners and inform senior decision making.

5. Build and sustain strong interactive relationships, negotiating with scientific and technical customers, and key stakeholders to deliver tailored intelligence assessments.

6. Work collaboratively to represent and advocate for Defence at Australian and allied scientific and technical conferences, working groups and exchanges to support the Defence mission.

7. Resolve problems using expertise, taking the initiative to identify and recommend alternative courses of action.

8. Accountable for accurate and timely completion of work, sharing own expertise with others and guiding and mentoring less experienced employees.

9. Build and sustain effective relationships with team members and actively participates in team work and organisational activities.

10. Make informed decisions by assessing, populating and validating all-source intelligence in technical or scientific data repositories.
Assessment Criteria

Applicants should address the assessment criteria and provide examples which demonstrate their ability to perform the duties of the position.

You should be mindful that all information contained in your application must be 'UNCLASSIFIED'. Applications containing classified information will not be considered by the Selection Delegate.

Prior to preparing your application you must also ensure that you meet the eligibility requirements outlined in this Information Pack. In particular, please note the time frames relating to checkable background to meet security clearance requirements.

When you include an example, you should explain;
- Your personal role in the task
- The methods you used
- Any barriers you were able to overcome and
- The outcome.

If this position sounds like the opportunity you are looking for, we want to hear from you!

To submit your application for this position, you need to:

- Provide a resume of no more than three pages; and
- Submit a single 600 word response that briefly outlines your interest in this role and specifically addresses both selection criteria below, providing examples that demonstrate your ability to perform the duties of the position, and noting any relevant experience.

Selection Criteria

- Demonstrates an understanding of Australia’s strategic, defence and national security priorities and environment.
- Demonstrates technical experience and expertise in achieving results, responding positively to change and taking responsibility for managing own work projects.
- Communicates clearly and with influence (this will be assessed based upon your written application; there is no need to address it separately).

Qualifications / Experience Requirements

Highly Desirable:

It is highly desirable that applicants have a bachelors degree in a STEM discipline or demonstrated extensive experience working in a STEM field.
RecruitAbility Scheme

The Department of Defence is committed to supporting the employment and career development of people with disability. Our participation in the APS RecruitAbility scheme means we will progress an applicant with disability to a further stage in the recruitment process, where they opt into the scheme and meet the minimum requirements for the position.

How do I opt into the RecruitAbility scheme?

You will be asked to indicate if you wish to opt into the RecruitAbility scheme in the Diversity section of the application form. You must tick the 'opt in' box to participate in the scheme. Simply declaring that you have a disability will not automatically include you in the scheme.

Reasonable adjustments

We provide reasonable adjustments such as access, equipment or other practical support at relevant stages of the recruitment process. Please contact the Contact Officer listed on the first page of this information pack if you need any adjustments made.

Details about the RecruitAbility scheme can be found at the Australian Public Service Commission’s website, see: http://www.apsc.gov.au/priorities/disability/recruitability.

What do we mean by disability?

For the purposes of the scheme, ‘disability’ is:

*a limitation, restriction or impairment which has lasted, or is likely to last, for at least six months and restricts everyday activities. This includes:*

- loss of sight (not corrected by glasses or contact lenses)
- loss of hearing where communication is restricted, or, an aid to assist with or substitute for hearing is used
- speech difficulties
- shortness of breath or breathing difficulties causing restriction
- chronic or recurrent pain or discomfort causing restriction
- blackouts, fits, or loss of consciousness
- difficulty learning or understanding
- incomplete use of arms or fingers
- difficulty gripping or holding things
- incomplete use of feet or legs
- nervous or emotional condition causing restriction
- restriction in physical activities or in doing physical work
- disfigurement or deformity
- mental illness or condition requiring help or supervision
- long-term effects of head injury, stroke or other brain damage causing restriction
- receiving treatment or medication for any other long-term conditions or ailments and still restricted
- any other long-term conditions resulting in a restriction.
The two parts of the definition are the presence of a limitation, restriction or impairment which restricts everyday activities; and the expected longevity of the condition (6 months or more). This also includes episodic conditions.

The definition covers many types of disability. You do not need evidence of your disability to opt into the scheme, but you are making a declaration to the APS that you meet the definition.

**Diversity and Inclusion**

The range and nature of work in Defence requires a workforce that reflects our diverse society. We welcome applications from Indigenous Australians, people from diverse cultural and linguistic backgrounds and people with disabilities. We are committed to providing an environment that values diversity and supports employees to reach their full potential.

Defence will accommodate all requests for reasonable adjustment for people with disabilities to assist in the application process and if successful, the inherent requirements of the position.

If you have individual requirements that need to be accommodated in order to participate in an interview or assessment centre please inform the contact person listed on the front of this Information Pack.

For confidential advice contact: diversitypolicyandprograms@defence.gov.au.

**Relocation Assistance**

For ongoing positions, successful applicants will be provided with relocation assistance, if required, and in accordance with Defence policy. Further information on relocations assistance will be available to the successful applicant through the Chairperson of the selection panel.

**Employment Agreement**

**Terms of the Engagement**

The successful applicant for the position noted in this Information Pack will be engaged under the *Public Service Act 1999*.

**Remuneration Package**

In accordance with Defence Enterprise Agreement *(DEA)* 2017 - 2020 the successful candidate will receive an attractive remuneration package with a salary within the range noted on the front page of this Information Pack and superannuation paid in accordance with legislative requirements.
Flexible Working Arrangements

Defence assists its Australian Public Service (APS) employees to balance their work and lives through the provision of flexible working arrangements and conditions, flexible leave arrangements and by promoting wellbeing in the Defence Enterprise Agreement (DEA) 2017 - 2020.

For more information on workplace flexibilities within Defence, please refer to our Work Life Balance web page. Should you require consideration of a flexible working arrangement (e.g. flexible working hours or part-time hours) this should be discussed at interview.

Australian Public Service Values

The Australian Public Service have Values and Employment Principles that shape the organisational culture of the Public Service. The Australian Public Service is:

- Impartial
- Committed to Service
- Accountable
- Respectful
- Ethical

ICARE

The values and employment principles can be found at the Australian Public Service Commission website.

Defence Values

The Department of Defence has a framework of values that work alongside the APS Values and the values of Navy, Army & Air Force to reflect the traditions and identities of the Australian Defence Force (ADF) and the APS. The values underpin the Defence corporate culture, contribute to achieving organisational goals and the basis of the behaviours expected of our people and leaders; both APS and ADF.

The Defence Values:

- **Professionalism** Striving for excellence in everything we do.
- **Loyalty** Being committed to each other, our leaders and the organisation.
- **Integrity** Doing what is right.
- **Courage** The strength of character to do what is right – extending to both courage of convictions (moral courage) and courage in harm's way (physical courage).
- **Innovation** Actively looking for better ways of doing business.
- **Teamwork** Working together with respect, trust and a sense of collective purpose.
Defence Leadership Behaviours

Defence is committed to implementing a strong performance culture. A key component of this is to increase the focus on supervisory and leadership requirements. Key behaviours required for all leaders and supervisors are:

- I am a **leader** who is focused on achieving Defence outcomes and I ensure my team understands how their work contributes to these **outcomes**.
- I build teams through managing performance **honestly** and **respectfully**.
- I seek out and accept the **diverse perspectives** of others in exploring opportunities and solving problems; I trust they will offer good ideas and will challenge in a constructive and respectful way.
- I take calculated **risks** and make **judgements** about what risks are necessary and acceptable to deliver the outcome.
- I am **accountable** for my actions and how I respond to the actions of those around me.
- I learn and reflect on my **performance** and that of my team.
- I actively adapt and seek to **innovate**.

Application Instructions

For more information please refer to the Applicant User Guide.

All applications must be submitted through the online application system prior to the closing date.

**NOTE:** Do not withdraw your application for editing. **Once you have withdrawn your application, you will NOT be able to re-submit it or submit another application for this vacancy.**

Further advice on addressing selection criteria can be found the ‘Cracking the Code’ publication located on the Australian Public Service Commission website.

You do not need to include written referee reports with your application. However, you should include the names and contact details of two referees who can comment on your work performance. We expect that one of your referees will be your current supervisor or manager. If you don’t want us to contact your referees without advising you first, indicate this in your application.

Vacancies will be extended **in exceptional circumstances only.** Applicants requesting an extension **must** contact the Contact Officer **24 hours prior** to the vacancy closing date.

**PLEASE NOTE:** APS Careers @ Defence is for job seekers only. We do not accept unsolicited resumes or applications from recruitment agencies and/or search firms and will not pay fees to any such organisations unless arranged with the provider prior to advertising the vacancy.
Withdrawing an Application

If you have submitted an application, but no longer wish to be considered for the position, you need to withdraw your application online.

PLEASE NOTE: Once you withdraw your application you will be unable to re-submit it or submit another application for this vacancy.

For more information on withdrawing your application via the APS Careers @ Defence eRecruit system, please refer to our Applicant User Guide.

If you withdraw your application after the closing date, please inform the Contact Officer through the phone number on the front page of this Information Pack.

Selection Process

Defence APS recruitment processes are based on merit which means that we select the best person for the job from a field of applicants. We compare and weigh-up the skills, experience and abilities of each applicant and often use different tools and techniques (such as written applications, interviews and/or work sample tests) to collect the evidence needed to make a merit-based decision.

Merit List

A merit list may be created from the list of suitable applicants which may be used to fill similar position/s in the event a position/s becomes vacant within the 12 months from gazetted date of this position.

Suitable applicants’ details may be shared with other APS Agencies in accordance with the APS Commissioner's Directions 2016.

Eligibility

Employment with the Department of Defence is subject to conditions prescribed within the Public Service Act 1999.

Citizenship - To be eligible for employment with Defence, applicants must be an Australian citizen. Only in exceptional circumstances can this requirement be waived.

Health Assessment - The preferred applicant may be required to undergo a medical examination conducted by the Department’s preferred medical provider.

Psychological Assessment – To be eligible for employment within a Defence intelligence agency (Australian Signals Directorate, Defence Intelligence Organisation, Australian Geospatial-Intelligence Organisation) the preferred applicant will be required to undergo a Psychological Assessment (see Psychological Assessment).

Security Clearance - The preferred applicant will be required to successfully undergo the security clearance vetting process at a specified clearance level. The preferred applicant MUST be willing to disclose all relevant and required information.
The preferred applicant **MUST** have lived in Australia, or have a checkable background, for at least the preceding:

- **Five** years for BASELINE VETTING clearances, or

- **Ten** years for NEGATIVE VETTING Level 1 / NEGATIVE VETTING Level 2 clearances, or

- POSITIVE VETTING clearances – The checkable period is ten years **OR** from 16 years of age, whichever is greater.

**Important:** You must be able to provide background information to the Australian Government Security Vetting Agency (AGSVA), to cover the relevant period of time in line with the required security clearance for this position. Details of the information and documents you are required to provide can be found on the [Security Clearance - Fact Sheet](#). Please ensure that you read this information thoroughly and confirm that you are able to provide the necessary documents if you apply for the position.

The security clearance level required for this position can be found on the front page of this Information Pack.

More information on the security clearance vetting process is available on the [Australian Government Security Vetting Agency (AGSVA) website](#).

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**Psychological Assessment**

A Psychological Assessment is a mandatory requirement for work in the Defence Intelligence Agencies, as well as other areas of Defence that access sensitive information. This requirement applies to all categories of employees in such work areas, including Australian Public Service (APS) personnel, Australian Defence Force (ADF) members and contractors.

Psychological assessments are conducted to determine suitability to work in a high security environment and/or to hold a Positive Vetting (PV) security clearance. You must obtain and maintain a PV security clearance to work in designated areas of Defence, including the Defence Intelligence Agencies.

The Psychological Assessment is an integrated assessment tool which comprises the completion of a consent form, written psychological tests, and where appropriate, a face-to-face interview(s) with a registered psychologist. You may be asked to participate in further psychological testing if required. In establishing your psychological assessment status, current and past assessments will be reviewed by the Defence Intelligence Agency.

The assessment is administered in a manner which ensures informed consent, fair dealing with all applicants and employees, and the greatest possible degree of privacy and transparency of process. Before you submit an application you should consider your own preparedness for questions that may include the following topics: personal relationships, living circumstances, personal values, financial situation, physical and mental health history including substance use, and any civil and/or military record.

The process is necessarily more intrusive than you will encounter in most other employment applications but it is important that you be honest and accurate in disclosing details about yourself.

If you feel uncomfortable about having to disclose such detail then please think carefully before applying.
Feedback

If you are currently employed in the Australian Intelligence Community or the ADF, you will be provided with feedback on your Psychological Assessment if the outcome has an adverse bearing on your current employment.

With regard to your psychological testing, if you progress to an interview with a registered psychologist, you will have the opportunity to clarify your responses with the psychologist at the time of the psychological interview. **No feedback** will be provided on the outcome of the psychological assessment process to any other applicant.

Further information

Further information on the Psychological Assessment process can be found at [https://www.defence.gov.au/dio/documents/Psych_Assessment_2010.pdf](https://www.defence.gov.au/dio/documents/Psych_Assessment_2010.pdf)

Thank you for your interest
Department of Defence