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Australian Government
Australian Security
Intelligence Organisation

Candidate Information Pack Graduate Lawyer Program 2024

LEVEL: AE4 (APS4 Equivalent)



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Position Details	Reference: VAN 030 Graduate Lawyer Program – 2022/2023
Title	Graduate Lawyer Program – commencing early 2024
Location	Canberra, ACT
Job Title Classification	AE4 (APS 4 equivalent) – upon commencement AE5 (APS 5 equivalent) – upon successful program completion
Salary Range	AE4: \$81,990 - \$87,967 (including service allowance) plus 15.4% superannuation for the first 12 months. AE5: \$89,967 - \$96,567 (including service allowance) plus 15.4% superannuation upon successful completion of the 12 month program.
Contact	Recruitment: Email: careers@asio.gov.au Phone: 02 6257 4916
Closing Date and time	Monday 17 April 2023 at 5:00pm AEST

The Organisation

The Australian Security Intelligence Organisation (ASIO) protects Australia and Australians from threats to their security. In a complex, challenging and changing security environment, our success is built on the imagination and intelligence of our team. ASIO's people are ordinary Australians but they do extraordinary things – they are our most important asset. To be successful in our mission, we need talented people who are highly capable, dedicated, adaptable and resilient.

We seek to reflect the diversity of the community we protect. ASIO values diversity and believe that diverse perspectives drive innovation and growth. We are committed to fostering a diverse and inclusive environment, where all staff are valued and respected. We welcome applications from all eligible candidates, irrespective of gender, sexual orientation, ethnicity, religious affiliation, age, neurodiversity or disability. Aboriginal and Torres Strait Islander Peoples are encouraged to apply. We are secretive about what we do, not what we value. Find out more about [diversity and inclusion at ASIO](#).

The Opportunity

The Graduate Lawyer Program is aimed at law graduates interested in a career that provides experience across a wide range of legal areas and who want to have a meaningful impact on the delivery of the Organisation's mission. The work ranges from providing real time legal advice on ASIO operations, through to legislative reform, administrative and corporate law advice and litigation. This is a role that will offer a diverse range of opportunities providing foundational training and experience as a government lawyer.

The one-year structured program will expose you to all the different areas of law practised in ASIO's Legal Services division. If you have not already completed your practical legal training course for admission to practice in Australia, ASIO will sponsor and support completion of the course as part of the graduate program. The program may offer opportunities to work interstate for short periods.

On successful completion of the program you will be an AE5 (APS5 equivalent) ASIO lawyer, and to consolidate your legal training you will be placed in one of the legal specialisation areas such as operations, administrative/corporate law or litigation. Further opportunities will be provided to move across the division and interstate to broaden your legal experience and support ongoing legal professional development.

The Graduate Lawyer Program commences in early 2024.

What you will bring

Preferred candidates will possess the following attributes:

- Ability to work collaboratively in a team environment and consult stakeholders proactively.
- Ability to demonstrate a client focus.
- Established research skills.
- Excellent written and oral communication skills.

What we offer you

ASIO provides a number of benefits to its staff including:

- Significant training and development as part of a 12-month development program which includes extensive on-the-job experience, as well as internal, external and online legal and professional training.
- A competitive salary, including a 7.5 per cent allowance for maintaining a Top-Secret security clearance.
- Employer superannuation contributions of 15.4 per cent.
- A variety of leave options, in addition to the standard four weeks annual leave to ensure your work-life balance.
- Flexible working hours/arrangements to assist you to maintain your work-life balance (please note: due to our unique working environment, work from home options are generally not available).
- Study assistance, including financial support and study leave for tertiary education.
- Seven staff-led diversity and inclusion networks.
- Mentoring opportunities.
- Access to an Employee Assistance Program (EAP).

Eligibility

To be eligible to apply for the program you must meet the following requirements:

- Be an Australian citizen.
- Have gained a Bachelor of Laws or a Juris Doctor from an Australian tertiary institution (or a comparable domestic or overseas qualification) by commencement of the program, and completed no more than four years before the program starts.
- Be eligible to enrol in a practical legal training course that leads to admission in Australia, eligible for admission in Australia, or admitted to practice in Australia.
- Be willing and able to relocate to Canberra (for interstate applicants).
- Be assessed as suitable to hold and maintain a Top Secret security clearance at the highest level.

Location

The Graduate Lawyer Program is located in Canberra and applicants must be willing to relocate. Relocation assistance is provided to successful candidates where ASIO requires you to relocate.

Following successful completion of the program, there may be opportunities to undertake roles in other capital cities depending on organisational priorities.

How to apply

Click on 'Apply online' to commence your application. Your application must include the following:

- Succinct responses to the questions indicated in the application package.
- A copy of your official or unofficial academic transcript.
- A current CV, no more than two pages in length, outlining your employment history, the dates and a brief description of your role, as well as any relevant training you may have undertaken.
- Two referees, which must include a current or previous manager.
- Attach a succinct statement of claims against addressing the selection criteria which are:
 - Strategic Thinking
 - Achieves Results
 - Productive Working Relationships
 - Personal Drive and Integrity
 - Communicates with Influence

Your application is an opportunity to tell us why you are interested in the Graduate Lawyer Program and a career with ASIO. In addressing the selection criteria, you are encouraged to refer to [ASIO's People Capability Framework](#). This framework outlines the capabilities and skills required for ASIO's workforce and will be used to assess various stages of the selection process.

Closing date and time

Monday 17 April 2023 5:00pm AEST.

No extensions will be granted and late applications will not be accepted.

Employment conditions

Employment is under the Australian Security Intelligence Organisation Act 1979. Conditions of service are similar to those applying in the Australian Public Service. We recognise entitlements accrued under the Public Service Act 1999 and provide for continuation of superannuation under the Commonwealth schemes. Salary packaging arrangements are also available.

The Recruitment Selection Process – what to expect

We thank all applicants for their interest in applying for the Graduate Lawyer Program. Please be advised that our selection process is rigorous and extensive.

All employment decisions and selection processes at ASIO are based on merit principles and candidates must be prepared to undergo various selection stages. The stages themselves may include application assessment, eligibility checks, online testing, skills-based assessment and panel discussion.

ASIO is committed to fostering a diverse and inclusive environment for candidates to participate within all stages of the selection process. These opportunities may include reasonable adjustment to assessment methodologies to enable full participation. Please let us know if you require any additional assistance or reasonable adjustments during any stage of the recruitment process in order to fully participate in the recruitment process or the workplace.

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.

We ask all applicants for their patience throughout the process. Once complete, we will notify unsuccessful candidates but will not provide feedback on any aspect of the selection process

Enquiries

If you require further information after reading the selection documentation, please contact **ASIO Recruitment** at careers@asio.gov.au or phone **02 6257 4916**.

More information

For more information about ASIO, please visit: www.asio.gov.au.