



What does it mean to work for ASD?

Working in the Australian Signals Directorate (ASD) is a unique opportunity, with unique responsibilities.

ASD is a member of the National Intelligence Community (NIC), and requires staff to have a high-level of security awareness and compliance, regardless of their security clearance level or their role within the organisation.

Working in ASD comes with responsibilities and restrictions on staff that can impact their personal life. It is important that prospective staff are aware of the security environment before entering the organisation.

Getting Personal...



Organisational Suitability

All prospective staff must undertake an Organisational Suitability Assessment (OSA) as a part of the recruitment process. This assessment determines an individual's suitability to work in a high security environment.

You should consider your preparedness for personal and sensitive questions.

The OSA may explore the following topics:

- personal relationships
- living circumstances
- personal values
- physical and mental health history including substance use
- financial situation
- any civil and/or military record

The OSA 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.

Security Clearance

An Australian Government Security Clearance is an essential qualification for employment at ASD.

Similarly to the OSA, the Security clearance process explores personal and sensitive aspects of your life. This process can be seen as intrusive with some questions considered uncomfortable, however, if you choose to proceed, it is important to approach the security clearance process openly and honestly.

Your security clearance responsibilities do not end once your clearance has been granted.

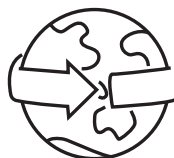
It is your responsibility to maintain your clearance for the duration of your employment, through:

- periodic revalidations
- reporting changes of circumstance
- annual appraisals for PV holders

A list of [Clearance Holder responsibilities](#) is available on the Australian Government Security Vetting Agency (AGSVA) website.

It is important to note that the OSA and security clearance processes are conducted separately. As such, there will be a requirement for you to provide information to both entities.

Restrictions



Travel

If employed by ASD:

- all travel plans must be communicated to ASD
- there will be restrictions on overseas travel, and travel to certain countries will not be approved

Countries listed on [DFAT SmartTraveller](#) website without 'warning' or 'restrictions' identified are not likely to carry any restriction from ASD

Applicants intending to travel during the recruitment process are advised to contact ASD to discuss their travel and receive advice.

Travel undertaken contrary to ASD advice provided may impact on recruitment outcomes.

Working in the ASD environment

ASD facilities are made up of varying levels of 'Security Zones'.

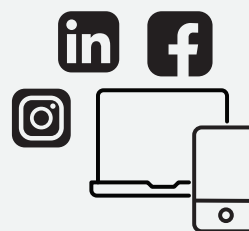


Depending on what area of the business you are employed in you may be required to work in secure areas that prohibit most personal electronic devices, including mobile phones, smartwatches and some fitness trackers.

Post separation employment

Security obligations remain after you leave ASD. This includes conduct that may create a conflict of interest from having been an employee of ASD, including the use of inside or privileged information. Any post employment offer which could result in a conflict of interest must be notified to ASD.

Considerations



Online Presence

ASD staff are required to consciously manage their online profiles.

ASD provides guidance to its staff on developing a strategy for the safe and appropriate use of social media.

ASD advises applicants not to disclose their interest in or application with ASD via social media

ASD staff are advised against publicly disclosing their place of employment on Social Media, and it is worth giving early consideration to, and developing an understanding that:

- content published on the internet can remain public indefinitely, even when it has been deleted
- content can also be replicated and shared beyond the original intended audience who may view it out of context or use it for an unintended purpose

This is for your safety, and the safety of ASD.

Discussing your application

While being an ASD employee is not classified, there is sensitivity attached to working within the NIC.

ASD cautions applicants against widely or openly discussing their application.

You should consider the level of trust you have with any person you are considering sharing this information with.

If you have any questions or concerns regarding the information in this document please contact asd.recruitment@defence.gov.au