



MPS

mitchell personnel solutions

Candidate Information Pack

Security Vetting Analyst



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Job Title	Analyst
Employment Type	Permanent, Full-time / Part-time
Location	Office-based Canberra, ACT or Melbourne, VIC or Brisbane, QLD
Salary	\$86,785 - \$102,100
Contact	Email: enquiries@mpsolutions.com.au Phone: 02 6123 0500

About Mitchell Personnel Solutions

MPS is a leading provider of personnel security vetting to the Commonwealth Government of Australia. At MPS we are strong believers in the importance of security vetting and its place as a frontline defence against threats to the security of both the Nation and the Australian Government. We invest in our people and support them to be the best they can be.

What we're looking for

People with an analytical mindset who aren't afraid to ask the hard questions. Prior experience in security vetting, investigations or analytics is highly regarded.

- **Starting Salary Range** - \$86,785 while training, increase to \$102,100 once meeting KPI (approx. 6 months)
- **Location** – Canberra, Melbourne or Brisbane office-based.
You will be required to work in a Top Secret environment and due to the sensitive and highly classified nature of the information seen and the work completed, working from home cannot be accommodated.
- **Anticipated start date** - the recruitment, assessment and security vetting process is extensive and may take 12 months or longer.

About the role

Under limited direction and working in a Team environment, perform security clearance assessments in accordance with the Protective Security Policy Framework (PSPF), Client organisation instructions, relevant guidelines and standard operating procedures.

- Conduct interviews, develop assessments and make evidence-based recommendations about an individual's suitability to hold or maintain a high level clearance in accordance with risk management principles.
- Conduct checks and perform administrative functions for vetting assessments.
- Conduct research and review existing holdings.



- Engage with clearance applicants and external stakeholders to fill gaps in information.
- Gather and analyse security relevant information.
- Prepare high quality, evidence-based reports that analyse an individual's suitability to access national security classified material.
- Travel in order to conduct vetting assessments as required.

In this position you may be required to conduct assessments across a range of security clearance levels.

About you

To be successful in this role, you will:

- Hold a strong loyalty to Australia, its people and our shared national security interests.
- Have a high level of integrity and ethics that align with Australia's national security interests.
- Have the ability to remove personal bias and make evidence-based assessments in line with policy, procedures and guidelines.
- Protect classified information including adhering to the need-to-know principle.
- Have experience in, or understanding of, the Australian Federal Government and PSPF.
- Have effective time management skills to enable management of an active caseload and meet deadlines.
- Work effectively within a team and autonomously.
- Have strong interpersonal and communication skills.
- Be proficient with spelling and grammar.
- Have a high attention to detail and accuracy.
- Have strong computer literacy and ability to learn new information systems.
- Have the ability to touch-type at a speed of at least 50 WPM.

Eligibility requirements

- Australian Citizen.
- Hold a Certificate IV in Government Security (Personnel Vetting).
- Assessed as suitable to work in this position through the MPS Organisational Suitability Assessment Process.
- Hold or be eligible to hold a security clearance of TOP SECRET-Privileged Access (TS-PA).



Organisational Suitability Assessment

To work in MPS all prospective employees must undertake an Organisational Suitability Assessment (OSA). The OSA process evaluates how well a candidate is likely to fit within the MPS culture, values, structure and working environment.

Why join us?

- At MPS, we encourage applicants with transferrable skills even if they do not have previous vetting experience.
- We have comprehensive training programs designed to teach new Vetting Analysts everything they need to know about how to perform the role.
- We offer extensive professional development opportunities to grow our employees in the vetting space and for their future careers.
- Our workplace lets you be you and we encourage flexibility. We like results and not so hung up on the hours. If your work is done early, no problems spend the rest of the time at the beach.
- Relocation assistance available if moving to Canberra.

Reasonable adjustments

Please advise us if you require any additional assistance in order to fully participate in the recruitment process or the workplace.

We will seek to provide any reasonable adjustments within the recruitment and vetting process where possible and when required. We encourage you to contact the MPS HR team to discuss any specific adjustments to the process you may need.

How to apply

Please [apply](https://mpsolutions.com.au/current-vacancies) online at mpsolutions.com.au/current-vacancies. Your application must include:

- Current CV
- A cover letter outlining why you are applying for the role and how your experience and/or studies make you suitable for the role of a Security Vetting Analyst.
- A response to all mandatory application questions.