



ASIC
Australian Securities &
Investments Commission

ASIC Careers Guide

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Contents

Welcome	2
About ASIC	2
ASIC's role	4
Who we regulate	4
ASIC's Values	5
Why choose ASIC?	6
Your benefits	6
ASIC's work	8
Building leadership capabilities	10
Your capabilities	10
Working for ASIC	11
ASIC organisational structure	12

Welcome

This guide provides information about the Australian Securities and Investments Commission (ASIC), our values, teams, capabilities, diversity and inclusion, and our organisational structure.

About ASIC

ASIC is Australia's corporate, markets, financial services and consumer credit regulator.

A future with ASIC means you will contribute to ASIC's vision for a fair, strong and efficient financial system for all Australians.

Regulatory mission

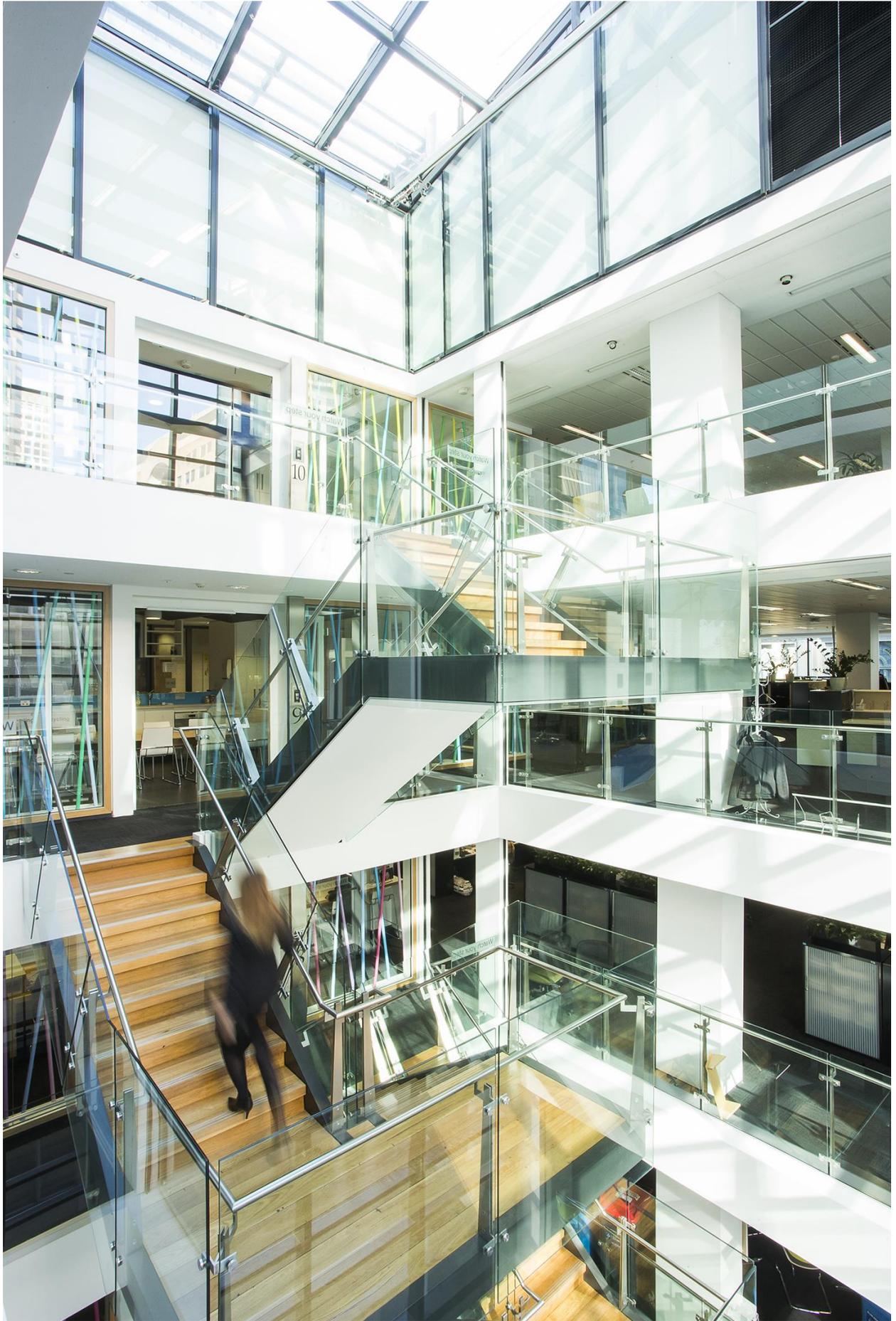
To realise our vision, we use our regulatory tools to:

- › change behaviours to drive good consumer and investor outcomes
- › act against misconduct to maintain trust and integrity in the financial system
- › promote strong and innovative development of the financial system
- › help Australians to be in control of their financial lives.

Registry mission

To realise our registry mission, we:

- › provide efficient and accessible business registers that make it easier to do business.



ASIC's role

We are an independent Commonwealth Government body. We are set up under and administer the Australian Securities and Investments Commission Act 2001 (ASIC Act), and we carry out most of our work under the Corporations Act 2001 (Corporations Act).

The ASIC act requires us to:

- › maintain, facilitate and improve the performance of the financial system and entities in it
- › promote confident and informed participation by investors and consumers in the financial system
- › administer the law effectively and with minimal procedural requirements
- › enforce and give effect to the law
- › receive, process and store, efficiently and quickly, information that is given to us
- › make information about companies and other bodies available to the public as soon as practicable
- › take whatever action we can, and which is necessary, to enforce and give effect to the law.

Who we regulate

We regulate Australian companies, financial markets, financial services organisations and professionals who deal and advise in investments, superannuation, insurance, deposit taking and consumer credit.

Consumer credit

We license and regulate people and businesses engaging in consumer credit activities (including banks, credit unions, finance companies, and mortgage and finance brokers).

We ensure that licensees meet the standards – including their responsibilities to consumers – that are set out in the National Consumer Credit Protection Act 2009.

Markets

We assess how effectively authorised financial markets are complying with their legal obligations to operate fair, orderly and transparent markets. We also advise the Minister about authorising new markets.

On 1 August 2010, we assumed responsibility for the supervision of trading on Australia's domestic licensed equity, derivatives and futures markets.

Financial services

We license and monitor financial services businesses to ensure that they operate efficiently, honestly and fairly. These businesses typically deal in superannuation, managed funds, shares and company securities, derivatives and insurance.



More information

For more information about ASIC's strategic priorities, [read our Corporate Plan](#)

For more information about ASIC's activities and performance, [read our latest Annual Report](#)



ASIC's Values

ASIC is a values-driven organisation and our values underpin everything we do.

Values guide the way we work, the way we make decisions and how we interact with each other and our customers and stakeholders.

Accountability

We will be accountable by:

- › delivering great results
- › finding better ways to do things and
- › showing personal drive and resilience.

Professionalism

We will be professional by:

- › always being honest and fair in dealings with others
- › valuing and treating everyone with respect and
- › working in the best interests of ASIC.

Teamwork

We will demonstrate teamwork by:

- › building good working relationships
- › always considering the views of colleagues, stakeholders and customers and
- › letting people know when they've done a good job.

Read more about [ASIC's Values](#). We also adhere to ASIC's [Code of Conduct](#).

Why choose ASIC?

We value what you will bring

Job opportunities cover all career stages from entry-level roles to leadership positions. We value people with sharp, analytical minds who are open to challenging the way things are done.

ASIC's People Strategy focuses on ensuring that we recruit and retain exceptional staff with the relevant skills, experience and capabilities that ASIC's needs now and into the future – to meet ASIC's objectives as Australia's financial conduct regulator.

We seek to recruit individuals from a variety of disciplines, including law, finance, economics, statistics and analytics, business and accounting, mathematics, arts and social science, and information technology and computer science.

Diversity

Diversity is critical to ASIC's success. We encourage applicants from diverse backgrounds to apply, including Indigenous Australians and people with a disability.

Diversity and inclusion are not simply about gender, race, age, sexual orientation or disability. It's also about different ways of working and thinking.

We are committed to an inclusive and diverse workplace where all ASIC staff, stakeholders and communities are treated with fairness and respect.

Global reach

ASIC works closely with a range of international organisations, foreign regulators and law enforcement agencies. ASIC makes and receives international requests in relation to investigations, compliance and surveillance, policy research, delegations and licensing/ due diligence and general referrals.

ASIC participates in several important international regulatory forums including the International Organization of Securities Commissions (IOSCO) and is a signatory to international cooperation agreements including the IOSCO Multilateral Memorandum of Understanding and numerous bilateral memoranda of understanding.

With a bird's eye view of the local and global economies, you will gain a unique perspective not found anywhere else.

Your benefits

Professional learning

ASIC offers many ways to learn and develop. There are a variety of professional networking groups you can join, including ASIC's regulatory practice, legal, enforcement, accounting and auditing, and data analyst networks. Along with regular development discussions, we offer additional support including programs focused on leadership, technical and behavioural capabilities to help with your professional growth. Secondment opportunities and mentoring programs are also possibilities.



Your formal learning is supported by a generous study assistance scheme, offering both financial support and study leave arrangements for ongoing employees.

Be rewarded for your contribution with:

- › up to 15.4% superannuation contribution
- › annual bonus (paid to ASIC 4 and executive level employees based on performance)
- › paid leave between 25 December and 1 January each year
- › reward and recognition programs including individual and team rewards
- › a range of flexible work options including part time arrangements
- › flex time (available for ASIC 1-4 employees)
- › study assistance and payment of relevant professional association membership for ongoing employees and
- › opportunities for in-house continuing legal education (CLE) and continuing professional development (CPD) training.

Wellbeing

We offer a variety of initiatives that support your wellbeing including flu vaccinations and other health-related product discounts.

We also offer a free and confidential employee assistance program to all staff and their immediate family.

ASIC in the Community

The ASIC in the Community program provides ASIC's people several ways to get involved.

These include:

- › supporting 43 different charities through our workplace giving program
- › offering skilled and unskilled volunteering opportunities for our people and providing a day's paid volunteering leave to support this
- › organising fundraising events for causes that we care about and
- › hosting regular national speaker events, featuring speakers drawn from our charity partners.

ASIC's work

Expect great variety. You could be working on:

Surveillance activities

You could be conducting real-time market surveillance or providing predictive insights and/or high-level analysis of the ASX and Chi-X markets, working with stakeholders to provide guidance or making recommendations for remedial action to ensure compliance. You may be conducting surveillance to ensure compliance with the law, including onsite visits and reviewing of materials.

Enforcement matters

You could be planning and running an investigation, collecting and analysing evidence, seeking the opinions of finance and forensic experts, interviewing a person of interest, or preparing court documents and liaising with counsel. For ASIC to achieve regulatory outcomes, you will liaise regularly with teams within ASIC who deal with our external stakeholders including financial advisers, companies, banks, investment managers and market participants.

Chief Legal Office matters

As a lawyer in our Chief Legal Office, you may be involved in high-profile criminal and civil matters. You could advise on complex or novel regulatory matters and be part of major cases ASIC is conducting. You will work closely with ASIC's stakeholder, Strategy and Registry teams. You may also advise the Commission and others on law reform, major contracts and give opinions on legal rights and responsibilities. You could also be drafting or settling class orders.

Strategy

ASIC's Strategy Group, which is central to ASIC's strategic direction and policy setting, comprises three core teams: international strategy, strategic intelligence and strategic policy.

In the International Strategy team, you may find yourself building bilateral relationships with international regulators or reporting to the Commission on international developments.

In the Strategic Intelligence team, you may find yourself applying behavioural economics to improve consumer or market outcomes or applying data analytics to identify and understand emerging trends and risks.

In the Strategic Policy area, you may find yourself implementing important law reform initiatives such as those recommended by the Financial System Inquiry, including the introduction of product intervention powers.

Financial Services (*activities focused on consumer banking, consumer credit, insurers, and electronic payment providers*)

Your work in this area focuses on the regulation of the consumer banking, credit, insurance and electronic payment industries. Our surveillance, project and policy work improve outcomes for consumers who hold bank accounts, payment, credit or insurance products, and can impact on nearly every person in Australia. We also actively engage with industry stakeholders to understand and facilitate innovation in consumer financial services.



Assessment and Intelligence activities

Integral to the work undertaken by the specialist and enforcement teams, you could be assessing reports of misconduct, statutory reports from liquidators, administrators and receivers, as well as breach reports from licensees and auditors, and licensing and registration applications by ASIC's regulated population.

You may be assessing complaints and reports of misconduct relating to insider trading, continuous disclosure and market manipulation for consideration of enforcement action, critical to ASIC's work in maintaining market integrity.

Along with a range of activities focussing on consumers, you could also be involved in small business compliance and deterrence. Activities include investigating alleged misconduct and failure to meet statutory requirements in licensing and registration by licensees, companies, other entities, directors and company officers.

Wealth Management regulation

The regulation of financial advisers and the financial advice industry is crucial for ensuring that Australians have trust and confidence in the financial system. You could conduct compliance surveillances on licensees or advisers, monitor the outcomes of regulatory actions, liaise with industry stakeholders or undertake proactive project work relating to financial advice and regulatory policy.

Corporations (*regulation of takeovers, IPOs and other corporate finance transactions*)

Your day could involve regulating corporate finance transactions in Australia's equity capital markets. This may include discharging ASIC's discretionary powers and responsibilities under the Corporations Act to ensure fair behaviour by companies in fundraisings, mergers, acquisitions, and other key transactions. What we do promotes confident and informed participation by investors and others in the market. We focus on appropriate disclosure, to empower informed decision making, and on ensuring that transactions are structured and promoted in accordance with the Corporations Act.

Information technology

We are embarking on major technology projects that will transform our business and continue our significant technology transformation in several areas such as virtualisation, mobility and cloud solutions

We make use of the latest technology with an increasing focus on data sharing and analytics.

Financial Capability

This important work is all about motivating and empowering Australian consumers and investors to make informed financial decisions and manage their money. You may be involved in working

with stakeholders to promote financial capability in the broader Australian community, supporting financial literacy programs in schools, or enhancing ASIC's MoneySmart website, its tools, apps and calculators, publications and campaigns.

Indigenous Outreach Program

We carry out significant regulatory and policy work in Indigenous consumer protection, including responding to financial services issues impacting Indigenous consumers. Our focus includes encouraging structural and behavioural change in the market and seeking to prevent or limit unfair operators and practices.

ASIC's MoneySmart financial literacy program also provides materials and programs for Indigenous consumers. ASIC also has a Reconciliation Action Plan, which includes internal targets to increase Indigenous employment, cultural sensitivity and awareness.

Registry

This team provides efficient and accessible registry services, making it easier to do business in Australia. We also make available a wealth of public information about companies, businesses and professionals.

You may be providing front line customer services relating to registration, lodgements, or searching. Or you might be working behind the scenes to keep our high-volume business running by engaging with stakeholders, working on registry policy or compliance, or improving and changing our services and technology through projects.

Operations and specialist teams

Our support functions contribute to ASIC performing at our best. These teams include Operations (Finance, Corporate Services, Information Technology, Specialist Services), and Commission Specialist Teams (People and Development, Corporate Affairs and Internal Audit and Operational Risk).

To inform, educate and regulate, we seek a broad range of disciplines including accounting and finance, audit, economics, legal studies, information technology, policy development and strategy, risk management, data analysis, compliance, project management, human resources and operational management.

Building leadership capabilities

ASIC is committed to empowering its people to develop strong leadership capabilities.

- › Setting the vision and strategy to inspire a sense of purpose and direction.
- › Managing effective teams and workgroups by demonstrating inclusive team practices and delivering great outcomes.
- › Developing the capabilities of others by guiding, coaching and mentoring people.

Your capabilities

ASIC continues to strengthen our capabilities by investing in our people.

We do this by:

- › enhancing the skills of our staff: focusing on developing best in class regulatory practices through our School of Regulation initiative, developing data management and analytics skills, and building leadership competencies and
- › fostering collaboration through internal cross-team working groups and inter-agency working groups and taskforces.

Capabilities relevant to the role you are applying for are shown in the job description.

These capabilities are part of ASIC's capability framework.

Working for ASIC

In accordance with the Australian Government Security Policy, all personnel that are engaged by ASIC are required to complete a security assessment. This includes ASIC personnel, contactors, contingents and interns.

Personnel that are engaged in a position which provides them with access to Government classified resources will also be required to obtain a government security clearance at the appropriate level.

If you are the successful applicant, you will be required to undergo the [ASIC Suitability and Baseline \(ASB\)](#) assessment.

More information

- › For more information about ASIC's role and priorities, visit [ASIC.gov.au](https://asic.gov.au)
- › For more information about career opportunities at ASIC, visit careers.asic.gov.au

