

Selection Documentation

# OPERATIONAL TECHNOLOGY OFFICER

Level 6

\$116,245 - \$133,968 plus superannuation

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ASIS is Australia's overseas secret intelligence collection agency. Its mission is to protect and promote Australia's vital interests through the provision of intelligence services as directed by the Government. Its work can involve collecting intelligence relating to national security, international relations and economic issues. It also contributes to Australia's coordinated national efforts against terrorism, proliferation of weapons of mass destruction, and transnational issues such as people smuggling.

ASIS employs people in a wide range of roles, which require dynamic team players who enjoy working with stakeholders, team members and individually on projects. ASIS is looking for operation technology officers who will be able to meet tight deadlines and work to support ASIS priorities.

ASIS values workplace diversity and is committed to providing a supportive, inclusive and respectful work environment. We encourage applications from Aboriginal and Torres Strait Islander people, women, people with disabilities, people that identify as LGBTIQ+ and people from culturally and linguistically diverse backgrounds.

## Role

An ASIS Operational Technology Officer (OTO) is responsible for the development, maintenance, deployment and operation of technical systems and capabilities to support Australia's foreign intelligence missions. An OTO takes a 'hands-on', professional approach to technical work that is underpinned by relevant academic or work experience. The service's current OTOs are drawn from a diverse range of people with different cultural, linguistic, technical and career backgrounds. These range from electricians and locksmiths to software developers and network engineers (RF, network, systems, etc).

The role of an OTO is not your regular public service technical role. It can be demanding, but highly rewarding and ASIS offers a range of internal and external support services that contribute to enabling a work life balance that is not often found in technology roles elsewhere.

As an OTO you will be based in Canberra but there will be opportunities to travel, undertake overseas postings and build close relationships with a diverse range of people from Australia and across the globe. You will also consolidate, grow and exercise your technical skillsets in devising often unique solutions to difficult problems. OTOs form a key element of ASIS's intelligence capabilities and are highly valued for their unique problem solving, innovation and technical capabilities.

## Key Responsibilities and Tasks

Outlined below are the key areas of responsibility for an Operational Technology Officer:

- Operate and maintain operational technology equipment across a broad spectrum of technology systems;
- Develop and guide customer requirements, build and test solutions to meet requirements, and deploy solutions to meet the Service's operational technology needs both in the field and in Headquarters;
- Maintain relevant technical and OTO specific skillsets;
- Work as part of a team either as a positive participant or as a leader;
- Coordinate responses to technical requests from a range of diverse technology, intelligence and industry groups;
- Conduct relevant technical operational activity;
- Travel interstate/overseas, sometimes at short notice;
- Manage competing tasks and customer/stakeholder expectations in relation to technical capability;
- Maintain awareness of team technical capability requests; and
- Ensure security implications are addressed.

## Education, qualification and experience requirements

The following education, qualifications and/or experience will be highly regarded (but not all are essential):

- Ability to be adaptable, willing to learn, operate as part of a team and have an aptitude for leadership.
- Relevant technical expertise in one or more of the following technical areas:
  - Radio Frequency technologies;
  - Cyber and IT Security;
  - Electronics and/or electrical technologies;
  - Locks and mechanical security systems;
  - Electronic security and access control systems;
  - Video and audio technologies;
  - Data and networking technologies;
  - Software and hardware engineering technologies; and
  - General fitting and machinist skills.
- Experience in delivering technical training.

### ***Testimonial – Amaya – an Operational Technical Officer***

*Over the course of my career as an Operational Technical Officer, I have come up with some pretty creative ways to blend in whilst winding my way through the back streets of foreign countries.*

*I count myself lucky that I get to put on a different hat each day. On one day I'm helping my colleague fix an ancient printer. On another day, I'm installing a piece of technical kit in the field that I only found out existed the week prior. Sometimes my day job is actually a night job. Occasionally, everything will go unexpectedly pear-shaped and we need to respond rapidly whilst maintaining a cool head. Every so often I pause and wonder "in which other organisation would I find myself in this situation?"*

*I roughly spend an equal amount of time talking to people as I do computers. On the people side of things, I get to communicate with a range of different individuals, often from cultures and backgrounds that are different to mine. I learn just as much from the perspectives and experiences of the people who I provide with technical training, as I offer to them in return.*

*I prefer situations where I can give attention to detail. Details will make or break ASIS operations. Operational Technical Officers will meticulously check, double check, then check again to minimise their chance of error and maximise their chance of success.*

*I am trusted to work independently on the ground, but always in sync with a wider team. ASIS has confidence in my ability to apply an appreciation process to a given situation in order to deliver a robust course of action. I learned that skill as a part time Defence Reservist, whilst studying a technical degree. On the side, I was a hobby Android developer and into 3D printing.*

*I wasn't sure whether ASIS would think my background was 'hands-on' enough. It turns out, anyone with flair for logical thinking and a strong technical aptitude fits in well here. ASIS welcomes all types warmly, including me and my collection of ornamental cats.*

*Working for ASIS is challenging, ever appealing, sometimes testing, but almost always fun.*

*In the words of Mary Poppins, "you find the fun and 'snap', the job's a game!"*

## **Selection Criteria**

Candidates are not required to provide a separate written response to the ILS capabilities (below), however, candidates are encouraged to consider the capabilities in preparing their application, as each candidate will be assessed on their ability to demonstrate behaviours aligned to the capabilities for the position.

For more information on the ILS, tips on applying for jobs in the Public Service, go to the APSC website found at [www.apsc.gov.au](http://www.apsc.gov.au).

### **Supports Strategic Direction**

- Supports shared purpose and direction;
- Thinks strategically;
- Harnesses information and opportunities; and
- Shows judgment, intelligence and common sense.

## Achieves Results

- Identifies and uses resources wisely;
- Applies and builds professional expertise;
- Responds positively to change; and
- Takes responsibility for managing work projects to achieve results.

## Supports Productive Working Relationships

- Nurtures internal and external relationships;
- Listens to, understands and recognises the needs of others;
- Values individual differences and diversity; and
- Shares learning and supports other.

## Displays Personal Drive and Integrity

- Demonstrates public service professionalism and probity;
- Engages with risk and shows personal courage;
- Commits to action;
- Promotes and adopts a positive and balanced approach to work; and
- Demonstrates self-awareness and a commitment to personal development.

## Communicates with Influence

- Communicates clearly;
- Listens, understands and adapts to audience; and
- Negotiates confidently.

## Job Specific Requirements

Demonstrated experience and education relevant to the role.

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## Applicant Instructions:

**To APPLY, please submit an application ONLINE via the website.**

Candidates are required to submit a maximum 800-word pitch outlining their skills and experience for the role on offer along with a comprehensive resume detailing their work history.

Applicants should consider the position description and provide examples which demonstrate their ability to perform the functions of the position.

**Pitch to us:** We want to know about your technical skills and why you want to work for ASIS. What experience do you have and which area you are most interested in working for?

**APPLICATIONS CLOSE: Monday 30 June 2025.**

### What Happens Next?

Please do not tell anyone about your application with our organisation at this stage of the process as doing so may harm your suitability for employment with us.

You may be contacted via SMS regarding the next stage of the process. A merit list will be established for candidates who are suitable and will remain valid for a period of 12 months. We thank you for the time and effort you have put into your application; however we are unfortunately unable to provide feedback to unsuccessful candidates.

**Important:** If you are currently living overseas and wish to apply for a role with ASIS, please note that we cannot contact you until you return to Australia. Every part of the recruitment process, including contacting you, must be done while you are in Australia. If you have no plans to return to Australia in the foreseeable future, we recommend you wait until you return before submitting an application. If you have a return date within the next three months, please note this in your application, along with an Australian mobile number, so we know when we are able to contact you.