

# SELECTION DOCUMENTATION

## OPERATIONAL TECHNOLOGY OFFICER (OTO)

Level 4-6

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### ROLE

The OTO role carries responsibility for the development, testing, maintenance, deployment and operation of a variety of technical systems and capabilities. The position requires an individual who prefers a 'hands-on' approach to technical work, underpinned by strong academic and/or relevant work experience.

Roles are initially Canberra-based, though include opportunities for travel to a broad range of domestic and overseas locations. Following time in Canberra, suitably qualified OTOs are eligible to apply for postings overseas.

With a strong focus on developing technical knowledge and broadening ideas, this continually changing role includes extensive liaison, considerable opportunities for professional development, and the opportunity to work with unique technologies.

### KEY TASKS AND RESPONSIBILITY AREAS

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

- Coordinate and respond to requests for technical operational from operational areas;
- Communicate technical matters to non-technically minded personnel;
- Manage competing tasks and customer/stakeholder expectations in relation to technical capability;
- Identify and evaluate equipment and techniques and present recommendations;
- Travel interstate/overseas at short notice;
- Conduct relevant technical operational activity; and
- Ensure security implications are addressed.

### EDUCATION / QUALIFICATIONS / EXPERIENCE

Any of the following education, qualifications, and/or experience will be highly regarded:

- Demonstrated technical expertise (minimum 3 years) in one or more of the following fields:
  - RF communications technologies;
  - Electronics and/or electrical technologies;
  - Video and audio technologies;
  - Data and networking technologies;
  - ICT software/hardware penetration testing;
  - Software and hardware technologies;
  - General fitting and machinist skills; and
  - Locksmith skills.
- Knowledge and experience in ICT systems relevant to communications; and
- Formal tertiary qualifications in Telecommunications, Electronics, Electrical, Mechanical Engineering or ICT.

## SELECTION CRITERIA

Candidates are encouraged to consider the below selection criteria when preparing their responses in the online application, as each candidate will be assessed on their ability to demonstrate behaviours aligned to the competencies for the position.

### Supports Strategic Direction

- Supports shared purpose and direction; and
- Shows judgement, intelligence and common sense.

### Achieves Results

- Applies and builds professional expertise;
- Responds positively to change; and
- Takes responsibility for manage work projects to achieve results.

### Supports Productive Working Relationships

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

### Displays Personal drive and Integrity

- Engages with risk and show personal courage;
- Commits to action; and
- Demonstrates self-awareness and a commitment to personal development.

### Communicates with Influence

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

### Job Specific Requirements

- Demonstrated experience and education relevant to the role.

More information on the ILS can be found at [www.apsc.gov.au](http://www.apsc.gov.au)

## APPLICANT INSTRUCTIONS

To apply, complete the online application form. You will be required to provide answers to the questions below and also provide a current resume which includes previous employment, educational and trade qualifications.

1. *Why do you want to work for ASIS as an OTO? What technical skills and experiences do you possess that you believe would be of benefit to ASIS and the wider National Security Community of Australia?*
2. *Describe the technical project or capability that you built or delivered that you are most proud of. What made it unique and what benefits did it deliver?*

3. *Describe a personal experience or involvement living/working/association with people that come from a different culture from your own. What did you learn? How has it shaped your understanding and behaviour?*

*Candidates are encouraged to consider the competencies in preparing their responses in the online application, as each candidate will be assessed on their ability to demonstrate behaviours aligned to the competencies for the position.*

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

For more information and tips on applying for jobs in the Public Service, go to the APSC Website.

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#### **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.