



# **Candidate Information Pack**

ICT DATA AND ELECTRICAL  
CABLING SPECIALIST  
EXECUTIVE LEVEL 1

## Position details

Title	ICT Data and Electrical Cabling Specialist
Classification	Executive Level 1
Location	Canberra
Salary Range	\$145,137-\$169,572
Contact	Recruitment Phone: (02) 6261 1849
Closing Date and Time	Please refer to date on website

## About ASIS

The Australian Secret Intelligence Service (ASIS) is Australia's overseas intelligence collection agency. We are Australia's experts at collecting highly sensitive information – secret intelligence – from sources overseas to keep Australia and our region safe and prosperous.

Our work spans continents and cultures. As a tech-powered and data-driven organisation, we use covert techniques and cutting-edge technology to put us in the right rooms, next to the right people, with the right access to the intelligence we need. We are tasked to collect intelligence – it might be political, military or economic information – deliberately withheld from the Australian Government that might present threats to or opportunities for Australia.

From graduates to career changers, we come from every corner of the country and all walks of life, with backgrounds from all around the world.

Regardless of our ethnicity, experiences and education, we're bound by a shared commitment to something bigger: building a better future for those who come after us. We seek to reflect the community we serve, and welcome applications from Aboriginal and Torres Strait Islander peoples, women, people with a disability, neurodiverse, people from culturally and linguistically diverse backgrounds and those who identify as LGBTQIA+.

It's a mission owned by everyone, with opportunities for all.

## The role

The role of EL1 ICT Data and Electrical Cabling Specialist within the Information Management Team is to support complex ICT hardware installation programs, both on-shore and overseas. The role will work within a team of ICT and Cabling Specialists and ICT subject matter experts to develop and install complementary solutions to achieve mission goals.

The role will require frequent travel overseas to work on a variety of projects including renovation, capability uplift and new technology implementations. The role will work with, and have the opportunity to upskill on interesting technologies that would not typically be found in a private industry occupation.

## Role responsibilities

Outlined below are the key areas of responsibility for EL1 ICT Data and Electrical Cabling Specialist:

- **Installation & Termination:** Installing, terminating, and testing electrical circuits, fibre optic (singlemode/multimode), coaxial, and copper (Cat6/6A etc.) cabling.
- **Fault Finding & Maintenance:** Locate faults using tools like OTDR (Optical Time-Domain Reflectometer), power meters, and cable analysers.
- **ICT Infrastructure:** Installing desktops PC's, video conference systems, audio visual.
- **Logistics:** Planning and delivering complex global logistics.
- **Compliance:** Strict adherence to AS/CA S009:2020 Installation requirements for customer cabling (the Wiring Rules).

### Capability Criteria

- **Safety Consciousness:** Ability to work safely with optical fibre and lasers, apply WHS/OHS, and use personal protective equipment.
- **Problem-Solving & Initiative:** Ability to read drawings, interpret technical documentation, and solve equipment/logistics issues.
- **Communication & Teamwork:** Ability to liaise with clients, supervisors, and team members on technical matters.
- **A desire and interest to work overseas on short-term deployments.**
- **Physical Capability:** Ability to work in confined spaces and at moderate heights.

## Core skills

We encourage applicants with the following skills and attributes to apply:

### Essential Skills & Experience

- **Technical Knowledge:** Proven experience with AS/NZS 3000 (Wiring Rules), Electrical Safety Act/Regulations. Data Cabling and Audio Visual.
- **WHS:** Thorough understanding of Work Health & Safety (WHS) principles and requirements, including working at heights.
- **Practical Skills:** Installing, maintaining, and troubleshooting data cabling, electrical systems, audio visual systems, interpreting plans, and working with various technologies.
- **Problem-Solving:** Analytical skills to troubleshoot issues.
- **Attention to Detail:** Accuracy and precision in work.
- **Teamwork:** Ability to work independently and collaboratively.
- **Adaptability:** Adjusting to new challenges and conditions.
- **Time Management:** Good organisational skills.

## Education and qualification requirements

The following education, qualifications and/or experience will be highly regarded:

- **Trade Qualification:** Certificate III in Electrotechnology Electrician (UEE30820 or equivalent).
- **Licence:** Current, unrestricted electrician's licence (or relevant permit) issued by the relevant state/territory.
- **Cards:** Construction Industry White Card.
- **Certificates:** Current CPR and [Low Voltage Rescue \(LVR\)](#).
- **Driver's Licence:** Current, valid Class C (or equivalent).
- **Basic familiarity of common ICT complements** PC's, Routers, Switches, Servers etc.

Experience in the following would be beneficial, but not essential:

- **ACMA Open Cabler Registration:** Mandatory, with endorsements for Structured, Coaxial, and Optical Fibre cabling.

- Technical Qualification: Certificate III in Telecommunications Technology (or similar) is generally essential.
- Experience in complex Audio-Visual systems.
- Experience in complex global logistics.
- Satellite Communications Systems.



## Benefits of working at ASIS

ASIS employees enjoy access to generous workplace terms and conditions. Benefits include but are not limited to:

- Competitive salary plus 15.4% superannuation
- A variety of leave options including 22 days paid annual leave per year
- Paid leave between Christmas and New Year
- Domestic Relocation assistance for new staff to Canberra
- Health and wellbeing initiatives
- Salary packaging arrangements
- Learning and development opportunities including access to study assistance
- A variety of support services including but not limited to Employee Assistance Program (EAP) and a Staff and Family Support Office.

Whilst ASIS officers are not able to work from home due to the classified nature of our work, staff have access to a range of flexible working arrangements. These include part time hours, condensed hours and/or flexible start/finish times to support other responsibilities.

ASIS conditions of service are similar to those applying for the Australian Public Service, for a full list of benefits and conditions see [asis.gov.au](https://asis.gov.au)

## Eligibility

To be eligible for a role you must:

- Be an Australian citizen
- Be assessed as suitable to hold and maintain a TOP SECRET-Privileged Access security clearance
- For more information on eligibility please see the Protective Security Policy Framework which is publicly accessible at [protectivesecurity.gov.au](https://protectivesecurity.gov.au), section 12 provides information on Eligibility and suitability

## How to apply

Click on “Apply Now” on our website on the role/s that you are applying for. You will be required to submit the following:

- 800-word pitch outlining your skills and experience for the role
- A current CV, no more than 2 pages in length, outlining your employment history, academic qualifications and relevant training that you may have undertaken
- Details of two referees, which must include a current supervisor

Applicants are encouraged to consider the Integrated Leadership System (ILS) capabilities when preparing their application. For more information on the ILS, and tips for applying for jobs in Australian Public Service, please visit the APSC website found at [www.apsc.gov.au](http://www.apsc.gov.au).

All applications for employment with ASIS are handled in the strictest confidence. It is essential you maintain a similar level of confidentiality and that you do not discuss your application with anyone.

### **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.

## Reasonable adjustments

ASIS is committed to fostering a diverse and inclusive environment for candidates to participate in all stages of the selection process. Please let us know if you require any additional assistance or reasonable adjustments during any stage of the recruitment process and we will work with you to manage this throughout. If you are successful in gaining employment, reasonable adjustments can also be made available to you in performing your role.

## Recruitment process – what happens next

We thank all applicants for their interest in a role with ASIS. Please be advised that our selection process is rigorous and extensive and that we do not provide feedback to unsuccessful applicants. **If you progress from application, you will receive an SMS requesting you to complete online testing – please ensure that you complete this testing or your application will not progress further.**

All selection process decisions are merit based and candidates must be prepared to undergo various selection stages throughout the process.

A merit pool will be established for candidates who are suitable for this round and will remain valid for 18 months.