



Candidate Information Pack

IT DELIVERY
EXECUTIVE LEVEL 1

Position details

Title	IT Delivery
Classification	EL1
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

ASIS relies on innovative and secure ICT solutions to achieve its national security mission. ICT Service Delivery Management is central to this effort, supporting the strategy, planning, and delivery of ICT products from initial concept to transition into service. The IT Delivery role translates user needs and strategic goals into tangible technology solutions, working closely with technical teams to ensure ASIS has the tools it needs to succeed. The role defines, delivers, and manages projects that meet ASIS's operational requirements, security standards, and contribute directly to enhanced intelligence capabilities.

Role responsibilities

The IT Delivery role will generally be required to undertake work that is very complex or sensitive and operate under broad direction. They will exercise a considerable degree of independence and perform a leadership role. They will be required to exercise sound decision making and judgement to produce high level policy advice. The IT Delivery role will be required to engage in complex problem solving and issues management and may coordinate and undertake detailed or sensitive projects that impact on strategic, political or operational outcomes for the agency. They will be required to actively manage key stakeholder relationships within and outside the agency and may manage one or more work teams.

Core skills

We encourage applicants with one or more of the following skills, attributes or experience to apply:

Global Rollout Support Planning

The Infrastructure section manage a heavy schedule of global hardware rollouts. The applicant should possess analytical skills that will support development of complimentary rollout schedules with subject matter experts and team managers. This competency allows for overseas travel in support of rollouts.

Project, Asset and Logistics Management

This role acts as a primary liaison between technical teams, assets and logistics teams and management. The role requires a project management mindset to support development of end-to-end rollout planning. Assets and logistics management including maintaining checklists and providing shipping guidance is a key component of the role. Building, executing and reporting project performance and challenges is integral to the success of infrastructure projects.

The role will play a part in tracking and evaluating achievements, assessing lessons learnt, adjusting milestones and deliverables tracked and making changes to future programs to enhance efficiency.

Collaboration

Collaboration across ICT functions is critical. ICT project management requires working closely with experienced technical experts to enable accurate and timely delivery of capability. There are multiple complementary work programs within the infrastructure team that require coordination and collaboration to achieve effectively. Planning is a core competency of the role. The role also works as part of the core leadership team within the Infrastructure section, supporting the section strategy and delivery of the technology roadmap for ASIS.

Outcomes Driven

The role is critical to the development and release of ASIS corporate technologies. Achieving future state outcomes is a core focus for the role. The role will work with infrastructure technical and business leaders to develop and deliver outcomes against strategic goals through delivery of large projects. Additionally, the role will support superior strategic outcomes for Information Management Branch and Technology Solutions Division (such as security, preparedness and modernisation) strategic goals.

Education and qualification requirements

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

- Experience in project management – certifications or demonstrated history are desirable.
- Certifications such as ITIL are desirable.
- Familiarity with ICT transformation initiatives.
- Experience managing or supporting large projects.
- Knowledge of ICT hardware is desirable.
- Awareness of how ICT systems fit together is desirable.

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

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, 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.

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.