



# Candidate Information Pack

SOFTWARE SPECIALISTS  
LEVEL 4 TO EXECUTIVE  
LEVEL 1

## Position details

Title	Software Specialists
Classification	L4-EL1
Location	Canberra
Salary Range	L4: \$97,148 - \$101,338 L5: 105,013 - \$113, 141 L6: 116, 245 - \$133,968 EL1: \$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

We are seeking creative software specialists with diverse skillsets and innovative approaches to solve the unique challenges associated with a secure foreign intelligence environment.

You will be self-motivated and work effectively in a team environment to develop cutting edge solutions to interesting problems within ASIS's technical community. Your willingness to remain 'hands on', learn new technologies, and stay abreast of industry developments will help contribute to ASIS's mission. The advertised roles are within ASIS's enterprise software teams developing and supporting Service wide applications.

This is a unique opportunity to contribute to meaningful projects that combine the best of technology with exciting challenges. The role will provide you with exposure to a large number of technologies and tools, and great opportunities for growth. Engagement with partners across Australia and the world, and ongoing professional development will enable continuous growth in the role.

We are seeking people with an interest and/or experience in the following software related fields.

- **Software Development and Integration Engineering**

Software developers work in project teams to build software solutions that typically cannot be purchased off the shelf to support ASIS's unique mission. Software developers are expected to work across the full Software Development Lifecycle (SDLC) to design, build, implement, and support software solutions.

- **DevOps Engineering and Observability**

DevOps Engineers will help support the system administration of our CI/CD tools and champion their use amongst out technical teams within ASIS. DevOps Engineers will also directly support software development projects to assist with the deployment, automation, and observability of our capabilities.

- **Systems Administration** (application centric)

System administrators are responsible for the full life-cycle sustainment our Commercial off the Shelf (COTS) capabilities. This includes being involved with the system design, implementation, configuration, and system patch management. We are seeking system administrators who have experience or an interest in learning the following types of technologies.

- ERP systems covering Finance, HR, and Pay functions.
- IT Service Management, Collaboration, and task management systems.
- Records, content, and intranet management systems.
- Developer tools and CI/CD systems.
- Bespoke business workflow applications

- **Database and Storage Administration**

Database and Storage administrators are responsible for managing our database and structure storage capabilities. This includes being involved with system design, implementation, configuration, system patch management, performance tuning, and data security. We are seeking specialists who have experience or an interest in learning the following technology types.

- Relational Database Management Systems (RDBMS)
- S3 compatible Object Storage
- Document Storage
- Search and index systems

- **Information Security**

Information Security specialists are responsible for continually enhancing our cyber security posture and championing cyber security initiatives within the team. This includes supporting software projects to implement best practise security controls, and assisting projects in gaining system authorisation as per the requirements of the Information Security Manual (ISM).

- **Software Testers**

Software testers responsible for evaluating the functionality, performance, and security of software applications to ensure they meet quality standards. This includes designing and executing test cases, identifying and documenting bugs, and collaborating with project teams to resolve issues. We are also seeking software testers who have a good understanding of testing tools and methodologies to help champion automated testing pipelines and workflows.

## Role responsibilities

Outlined below are the key areas of responsibilities you can be expected to undertake:

- The design and development of software solutions as an individual or part of a project team, including their ongoing sustainment and continued improvement.
- Developing and maintaining the automated software build and deployment processes.
- Applying best practices for system testing and quality assurance of complex systems.
- Building and configuring software integrations with commercial and bespoke software solutions.
- Contributing to system design and security related documentation to support system architecture and authorisation.
- Ensuring the security of software solutions and support the security risk management of new and existing capabilities.
- Contributing to a positive working environment through building effective relationships with all team members and stakeholders.
- Collaborating with industry and government partners.

## Core skills

The following provides an overview of the skills and experience expected at each level:

- A Level 4 candidate is expected to be new to the specialist area and work under the guidance of a more senior officer.
- A Level 5 candidate is expected to have at least one to three years of real-world experience and will be working independently with some guidance.
- A Level 6 level candidate is expected to have three to five years of experience and operate with limited guidance.
- An EL1 level candidate is expected to have extensive experience of at least five years, either across multiple disciplines or in-depth expertise in at least one discipline.

## Education and qualification requirements

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

- Experience with the use and implementation of software engineering tools and practices including unit testing and continuous integration.
- Experience developing and migrating workloads to a commercial cloud.
- Experience working in Agile processes.
- Experience in the use of secure coding practices.
- Understanding of code management and version control systems such as Git.
- Any experience or certification in ServiceNow, Oracle Databases, PeopleSoft, Kubernetes, Adobe Experience Manager, NiFi, Elastic Search, or Microsoft Dynamics will be highly regarded.

## 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 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.