

Selection Documentation

2021 Technologist Campaign

Business Analysts

Level 6

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 Australian 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 trans-national issues such as people smuggling.

ASIS employs people in a wide range of roles, including technologists in the fields of engineering (infrastructure, electronic, systems), data science and data engineering, cyber specialists, solution architecture, database administrators, IT support, network specialist, software development, project management / project support, procurement and business analysis. These roles require dynamic team players who enjoy working with stakeholders, team members and individually on projects. ASIS is looking for technologists who will be able to meet tight deadlines and work to support ASIS priorities. Successful candidates will have excellent coordination and administration skills, excellent verbal and written communication skills; and, strong stakeholder engagement and influencing skills. Relevant tertiary qualifications will be highly regarded.

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.

These positions are Canberra based, with conditions of service similar to those in the Australian Public Service, including superannuation. The successful candidate will be required to obtain and maintain the highest level security clearance and Australian citizenship.

In addition to current vacancies, successful applicants through this process will be placed in a merit pool which may be utilised to fill future vacancies over the next 12 months.

Role:

Business Analysts (BAs) elicit, understand and document business processes and requirements for new or changing ICT systems, and help bridge the gap between customer expectations, design and delivery teams. They contribute to day to day technology change programs to ensure that business requirements are met and issues are resolved. A BA will engage and manage stakeholders to gain a shared understanding of business problems, elicit business requirements and relevant context information, and report progress. They apply structured business analysis techniques and critical thinking to deconstruct problems, map business processes, conceptualise information, and construct visual models. ASIS is looking for BAs with experience working within development teams in an agile environment.

Core Skills / Education, qualification and experience requirements

- Demonstrated experience working as a Business Analyst; demonstrated experience preparing high quality business analysis deliverables such as User Stories, High Level

Requirements and Detailed Requirements; strong stakeholder engagement skills; ability to contribute to business analysis capability development and leadership.

- Experience in implementing either technology or organisational change. Qualifications in PROSCI will be highly regarded.
- Experience in software testing such as user acceptance and usability testing.
- Qualifications or experience in one or more of the following areas will be highly regarded: Business Process Mapping and Notation (BPMN), Business Architecture, TOGAF 9.2, SCRUM or Prince 2.

Capabilities:

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.

1. Supports strategic direction	2. Achieves results	3. Supports productive working relationships	4. Displays personal drive and integrity	5. Communicates with influence
*Supports shared purpose and direction *Thinks strategically *Harnesses information and opportunities *Shows judgement, intelligence and common sense	*Identifies and uses resources wisely *Applies and builds professional expertise *Responds positively to change *Takes responsibility for managing work projects to achieve results.	*Nurtures internal and external relationships *Listens to, understands and recognises the needs of others *Values individual differences and diversity *Shares learning and supports others	*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 *Demonstrates self-awareness and a commitment to personal development	*Communicates clearly *Listens, understands and adapts to audience *Negotiates confidently

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.

APPLICATIONS CLOSE: Please refer to the website for closing date.

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.