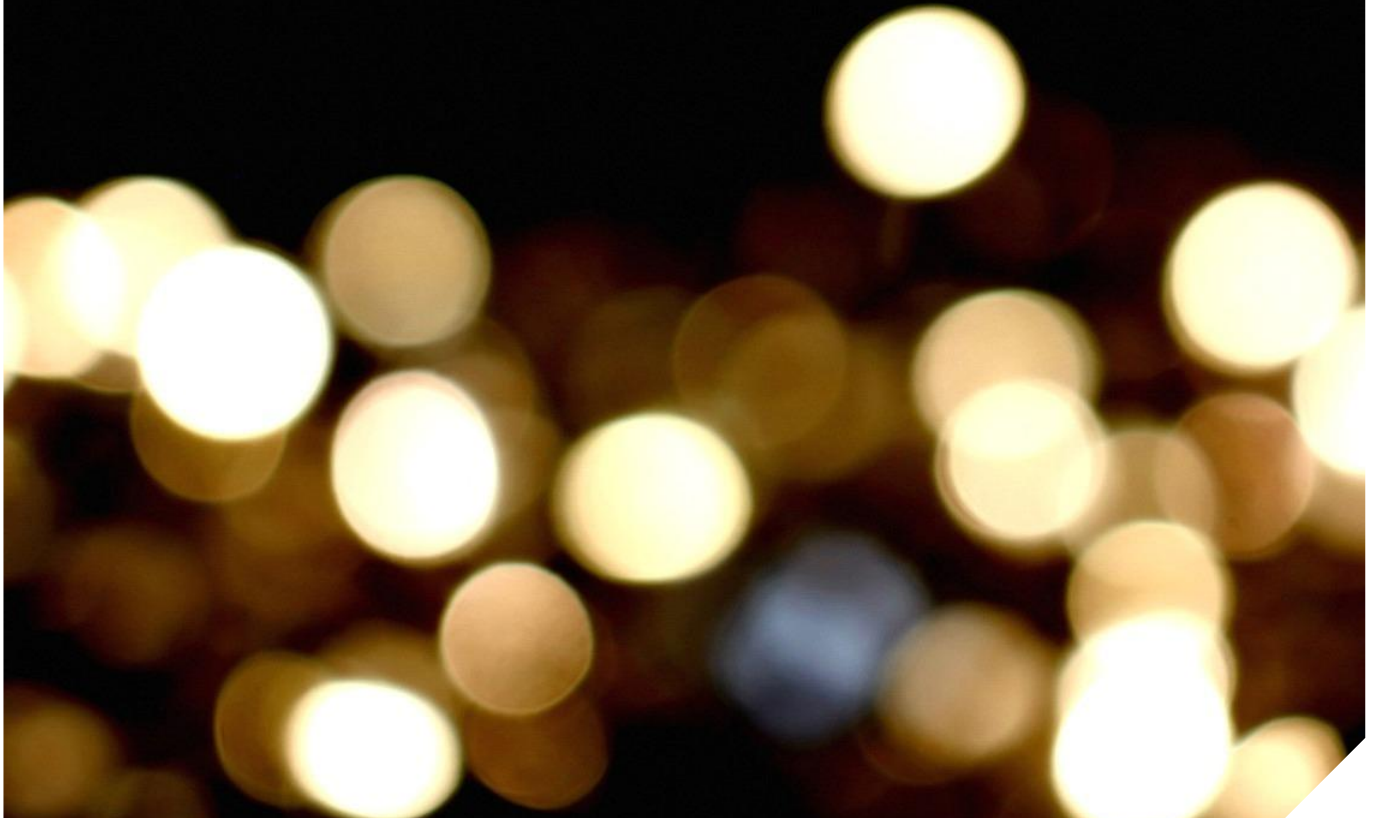


OFFICIAL



Candidate Information Pack

SOLUTION ARCHITECT
EXECUTIVE LEVEL 1

OFFICIAL

Position details

Title	Solution Architect
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

Strategy and Architecture (S&A) brings our technology teams together to achieve more as a whole than we can individually. Our aim is to provide strategic enterprise vision through principles, guidance and collaboration with technology delivery teams. We expect the selected candidate to have a developed understanding of a broad range of architecture disciplines (in one or more: application, data, integration, security, and infrastructure), strong business skills and critical thinking to assist the Technology Services Division to develop and maintain the ASIS's enterprise architecture.

We are looking for innovative and passionate candidates who are wanting to work with a high-performance team of experts in architecture discipline. The role exercises a considerable degree of independence and must practice sound decision making and judgment to engage in complex problem solving and issues management.

The role of Solution Architect operating at SFIA Level 5 is responsible for designing, validating, and managing the implementation of robust, scalable solution architectures for high-priority programs and projects. Operating under broad direction, this role bridges the gap between business requirements and technology execution, ensuring that project-level solutions align with the overarching enterprise architecture strategy, principles, and security frameworks.

This position requires strong technical expertise, collaborative stakeholder management, and the ability to guide delivery teams while balancing agility, technical debt, and risk.

Role responsibilities

- Own partnerships with cross-functional technology and design teams to ensure consistent, beneficial client interaction and solution delivery.
- Provide architectural leadership and guidance for sound decision-making by providing expert advice that considers business processes to achieve ASIS objectives.
- Provide solution recommendation that are fit for purpose, adhere to enterprise architecture principles, standards and patterns, leverage reusable components, and are coherent with wider technology domains.
- Collaborate with Enterprise Architecture in developing and maintaining technology strategy, pattern and reference, business process and planning.
- Participate in architecture governance assurance process to ensure all technology solution design are in alignment with the Division's Enterprise Architecture, consensus and agreed.
- Foster effective collaboration across the National Intelligence Community.

Core skills

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

SFIA Skill Categories	Code	Level	Guidance Notes
Enterprise and Business Architecture	STPL	4-5	Support the organisation by translating business strategies into actionable architectural models.
Solution Architecture	ARCH	5	Uses appropriate tools, including logical models of components and interfaces, to contribute to the development of systems architectures in specific business contexts.
Innovation	INOV	5	Actively monitors and identifies opportunities for innovative technologies and practices to improve project delivery.
Systems Design	DESN	5	Specifies and designs large or complex systems. Selects appropriate design standards, methods, and tools.
Consultancy	CNSL	5	Takes responsibility for understanding client requirements, collecting data, delivering analysis, and advising on solution options.
Technical Strategy & Planning	ITSP	5	Mentors and supports teams in the execution of technical strategies and plans aligned with business needs.
Governance	GOVN	4	Support and operationalises the governance frameworks governing technical solutions.

Education and qualification requirements

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

- **7+ years** of experience in the IT industry, with at least **3+ years** dedicated to solution or system architecture.
- Tertiary qualification in a technology field is desirable, but not essential.
- Familiarity with architecture frameworks such as TOGAF is highly regarded.
- AWS Cloud solution architecture experience is desirable, but not essential.

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.