



Candidate Information Pack

TECHNICAL DATA ANALYST
LEVEL 4 TO LEVEL 6

Position details

Title	Technical Data Analyst
Classification	Level 4 to Level 6
Location	Canberra
Salary Range	\$97,148 - \$133,968 plus superannuation
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 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

As a Technical Data Analyst in ASIS, you will be at the heart of our operations, applying data analytic techniques to support ASIS's unique mission. Using or building knowledge of a geographic or subject area, you will collect, interpret and analyse data available relating to matters of significance to Australia which contribute to ASIS's operational outcomes. You may have the opportunity to travel and experience working in overseas environments.

Level 4-5 Technical Data Analyst

These roles are designed for emerging data analysts with a solid foundation in analytical techniques and a passion for learning. You will work under the guidance of senior analysts, applying your skills to real-world intelligence challenges. Expect to develop your expertise in data collection, analysis, and visualisation, with opportunities for formal training and ASIS-specific skill development.

Level 6 Technical Data Analyst

As a Level 6 Technical Data Analyst, you will be a key driver of data-informed decision-making within ASIS. You will independently lead analytical projects, mentor junior analysts, and proactively identify opportunities to leverage data for operational advantage. You will be expected to translate complex analytical findings into clear, concise recommendations for stakeholders at all levels, and potentially present these findings in diverse cultural settings. As the Level 6, you will have evidence that you have applied these skills previously, and have a solid range of experience to draw from.

Role responsibilities

- Working with stakeholders to understand and prioritise information needs
- Exploring and recommending new data collection opportunities
- Conducting thorough analysis of data to identify relevant information and surface new insights
- Applying data analytic techniques to identify and interpret trends or patterns in complex data sets
- Analysing results and creating actionable operational opportunities in collaboration with cross-functional teams
- Engage with customers to identify potential operational benefits from the application of data analytics
- Prepare clear and concise reports, visualisations, dashboards and presentations for both technical and non-technical audiences

Core skills

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

- Excellent written and verbal communication skills;
- Experience in stakeholder engagement and project management;
- Ability to work independently and as part of a team; and
- In depth technical aptitude, with the ability to understand applications, workflows and integrations.

Education and qualification requirements

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

- Demonstrated proficiency in data manipulation and analysis using programming languages such as Python and SQL;
- High level of proficiency and experience with Python data analysis libraries (e.g. Pandas, NumPy, Scikit-learn) and version control systems (e.g. Git);
- Experience with data visualisation tools such as Microsoft Power BI, and the ability to create compelling data stories for a range of audiences;

Desirable:

- Experience with graphing databases (e.g. Neo4j, Amazon Neptune);
- Experience in database management;
- Experience with big data and unstructured data;
- Written and/or spoken proficiency in a language other than English;
- Willingness to undertake international travel as required;
- Experience in maintaining and developing production level AWS cloud environments.

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 you are applying for. You will be required to submit the following:

- 800-word pitch indicating the level/s that you are applying for and your skills and experience for the role.
- A current CV outlining your employment history, academic qualifications and relevant training that you may have undertaken.

Applicants are encouraged to consider the Integrated Leadership (ILS) capabilities when preparing their application. For more information on the ILS, and tips for applying for jobs in the 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.