

OFFICIAL



Candidate Information Pack

DATA/BUSINESS
INTELLIGENCE ANALYSTS
LEVEL 4 TO LEVEL 6

OFFICIAL

Position details

| | |
|-----------------------|--------------------------------------|
| Title | Data/Business Intelligence Analysts |
| Classification | Level 4 to Level 6 |
| Location | Canberra |
| Salary Range | \$97,148 to \$133,968 |
| 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

The Business Intelligence (BI) team helps ASIS get value out of its data. We deliver intuitive and interactive dashboards that are used by all levels of staff to understand their business, inform decision making and improve organisational efficiency. Our products are used all over the organisation and are helping to drive a shift to a data-driven culture. This success is leading to further demand for our products, and therefore we are growing the size of the team.

We are looking for people with the right blend of skills and interests, regardless of their level. Whether you're early on in your career, or have a number of years of experience, if you love working with data and can engage with people, then we want to hear from you.

Role responsibilities

The BI team works across the whole lifecycle of reporting, covering the items below:

- Engage with the business to develop requirements;
- Design, build and deploy BI reporting, then take feedback and iterate;
- Manage security and access to reporting;
- Build and manage processes for ETL and the data warehouse;
- Provide guidance and support to data quality improvements;
- Facilitate and support data governance processes;
- Conduct data analysis on specific business questions.

Core skills

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

One or more of the following:

- Experience developing reporting, dashboards and data visualisation with tools such as Power BI, Tableau, Excel or Python;
- Experience analysing data, finding insights and presenting results;
- Experience developing metrics to track business performance;
- Experience engaging with business areas to derive their requirements;
- Experience with querying (such as with SQL), data preparation and manipulation;
- Experience with ETL processes and tools, such as Nifi;
- Experience with database design and data modelling;
- Experience with data governance and/or quality.

Junior applicants (Level 4-5) would be expected to have experience in a small number of the core skills listed above and show an aptitude to develop in the other areas. Senior applicants (Level 6) would be expected to have experience across most of the core skills.

Education and qualification requirements

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

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

- Graphic design skills;
- Stakeholder engagement skills and a customer service mindset;
- Presentation/workshop moderator skills;
- Formal training/education in data science, data governance, computer science, statistics, economics, finance, engineering or similar quantitative discipline;
- Sound technical data knowledge and an ability to engage with application developers, data engineers and/or database administrators;
- Superior Microsoft Excel skills.

We have positions open at the Level 4, Level 5, and Level 6. A Level 4 candidate would be expected to be new to the area and work under the guidance and supervision of a more senior officer. A candidate at the Level 5 level would be expected to have one to two years real-world experience and will be working under some supervision. A Level 6 candidate would be expected to have more experience and operate with limited supervision within a core group of developers.

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

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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.