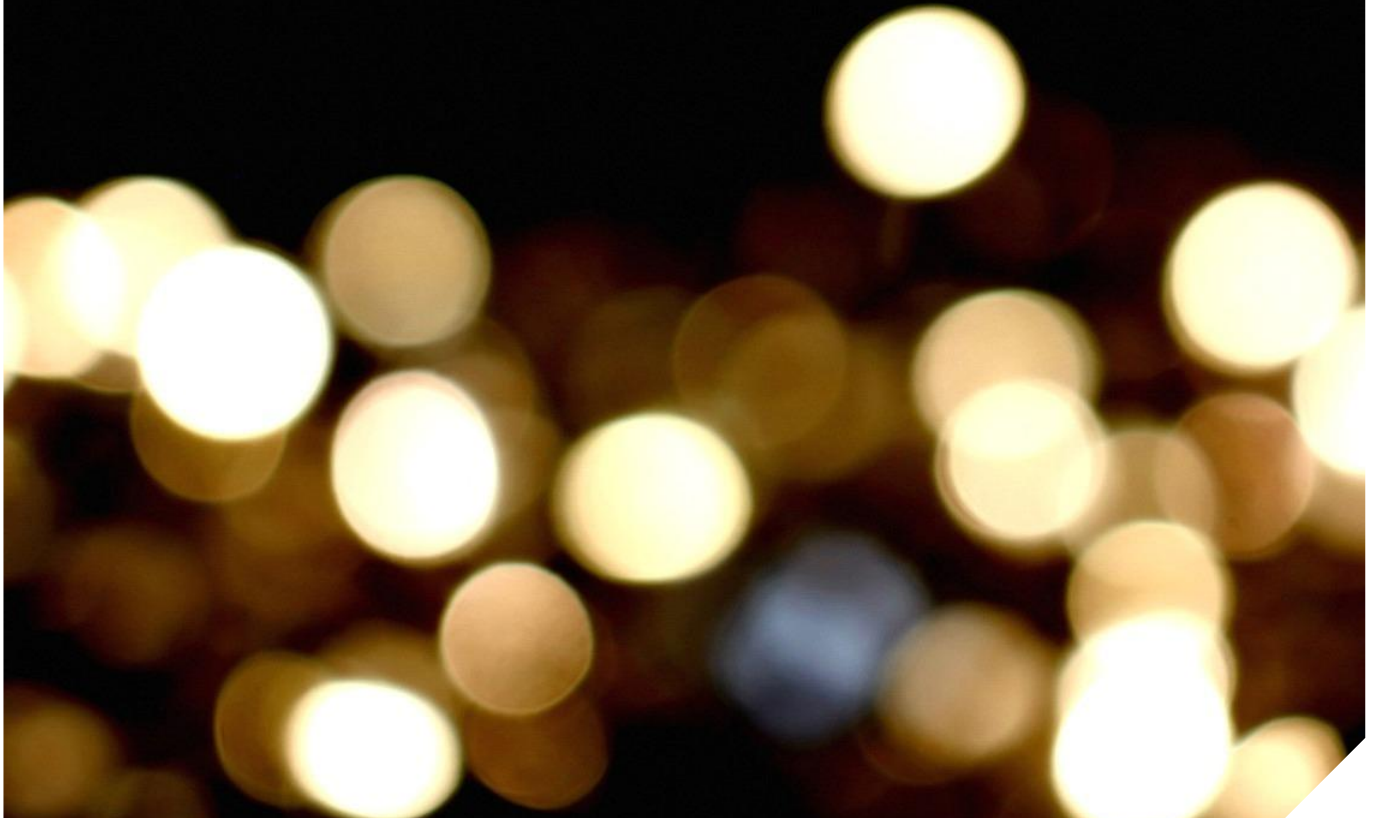


OFFICIAL



Candidate Information Packs

BUSINESS ANALYST
LEVEL 4 TO LEVEL 6

OFFICIAL

Position details

Title	Business Analyst
Classification	Level 4-6
Location	Canberra
Salary Range	\$97,148 – \$133,968
Contact	Recruitment Phone: (02) 6261 1849
Closing Date and Time	Please refer to date on website

About ASIS

The Australian Secret Intelligence Agency (ASIS) is Australia's overseas secret intelligence collection agency. Our mission is to protect and promote Australia's vital interests through the provision of intelligence services as directed by the Government. Our work can involve collecting intelligence relating to national security, international relations and economic issues. We also contribute to Australia's coordinated national efforts against terrorism, proliferation of weapons of mass destruction, and trans-national issues such as people smuggling.

Our strength is our people. ASIS officers come from all walks of life, with different skills, interests and backgrounds.

ASIS is a diverse and inclusive workplace, where our people are empowered through authenticity and a sense of belonging to achieve their potential and contribute to a shared purpose and mission. 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 LGBTIQ+.

The role

We are seeking driven and enthusiastic Business Analysts to join our customer focused technology team. As a valued team member, you will perform a range of Business Analyst duties to assist the organisation in delivering valued capability through a technology investment process. You will work closely with the business leaders across the Service to elicit, document, and validate business needs.

You will guide and collaborate with a variety of areas in the Service, ranging from technology enabling and delivery teams, operational users, and community stakeholders, throughout the project lifecycle. This engagement provides high-valued assurance that the business solution is fit for purpose and meets agreed business needs. Business change is at the centre of our mission, you will also play an important role in supporting the business to transition to new ways of working.

Role responsibilities

- Analyse and model business processes and identify opportunities for improvement.
- Develop comprehensive business process models, roadmaps, and implementation plans, ensuring that proposed improvements are well-understood and communicated with stakeholders.
- Gather and document requirements: Elicit and record the needs of stakeholders, translating them into clear specifications for development teams.
- Collaborate with data analysts and data scientists to leverage data and analytics for process improvement and informed decision-making.
- Conduct current and future state analysis, create process diagrams, requirements (Epics, features, user stories and non-functional requirements), data models and wireframes to visualize potential solutions, using industry standard techniques.
- Act as a liaison between business stakeholders and technical teams, ensuring clear communication and understanding.
- Collaborate with subject matter experts, end users, product owners, change managers, architects, developers, database administrators, testers and trainers to design and deliver solutions.

Core skills

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

- The ability to apply analytical thinking and structured Business Analysis methodologies to business problems.
- Demonstrated ability to apply one or more of the following techniques to investigate, analyse and propose solutions:
 - Business Process Model and Notation (BPMN) process maps,
 - Unified Modeling Language (UML) artefacts,
 - Agile Epics, Features, user stories and associated acceptance criteria
 - Functional and Non-functional requirements statements and business rules.
- Excellent communication skills and ability to engage a wide variety of stakeholders and contribute to or conduct interviews and workshops.
- Ability to produce clear and accurate documentation for a diverse audience including technical and non-technical project team members and business stakeholders.

Desirable:

- Previous experience in the application of user centred design principles and tools such as personas, service blueprints and journey maps to ensure technology investments meet user requirements and align with business goals and strategic objectives.

Education and qualification requirements

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

- Qualifications in one or more of the relevant fields: Information Technology, Computer Science, Business Information Systems, Business Analytics, Science or related field.
- Knowledge of the Business Analysis Body of Knowledge (BABOK)
- Membership of the IIBA.

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.

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.