



# **Candidate Information Pack**

OPERATIONAL TECHNOLOGY CAPABILITY  
SPECIALIST

LEVEL 5-6

## Position details

Title	Operational Technology Capability Specialist
Classification	L5 – L6
Location	Canberra
Salary Range	\$105,013 - \$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

An Operational Technology Capability Specialist is responsible for leading and being part of a team for the management, maintenance and sustainment of ASIS's operational technology systems. These include but not limited to Communication systems, Technical Surveillance, Collection systems and Signal Exploitation capabilities and tactical support for operational taskings.

## Role responsibilities

### Level 6

These roles support ASIS's operational technology teams to deliver outcomes across the globe. To achieve this, the Operational Technology Capability Specialists will:

- Be a leading capability expert who can provide effective advice and problem solving in relation to operational technology systems operated by ASIS
- Provide key advice to operational & capability managers and teams on the effective use of and risks associated with the deployment of operational technology
- Lead and be part of a team of technical experts to identify, procure, maintain and sustain operational technology in support of ASIS operational technology operations
- Be a part of enduring arrangements under the guidance of broader ASIS governance and financial controls with vendors to support operational technology capabilities
- Working with ASIS financial management teams manage budgets to ensure effective support arrangements and procurement of new capability
- Having input to capability management roadmaps in consultation with leadership, broader ASIS customers and Regional Technical Officers
- Working across ASIS operational teams, engineering teams and industry partners to manage the full capability lifecycle for operational technology
- Working with international partners, being part of the capability team will collaborate on technology development and advancement
- Be a complimentary team player who can assist the wider capability cohort in factors regarding operational taskings, development, sustainment and governance
- Facilitating access to vendors to support OTO and liaison-based training activities for specific technologies

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**Level 5**

- Be a capability team member who can provide effective advice and problem solving in relation to operational technology systems operated by ASIS
- Provide key advice to operational & capability managers and teams on the effective use of and risks associated with the deployment of operational technology
- Be part of a team of technical experts to identify, procure, maintain and sustain operational technology in support of ASIS operational technology operations
- Be a part of enduring arrangements under the guidance of broader ASIS governance and financial controls with vendors to support operational technology capabilities
- Working with ASIS financial management teams manage budgets to ensure effective support arrangements and procurement of new capability
- Having input to capability management roadmaps in consultation with leadership, broader ASIS customers and Regional Technical Officers
- Working across ASIS operational teams, engineering teams and industry partners to manage the full capability lifecycle for operational technology
- Working with international partners, being part of the capability team will collaborate on technology development and advancement
- Be a complimentary team player who can assist the wider capability cohort in factors regarding operational taskings, development, sustainment and governance
- Facilitating access to vendors to support OTO and liaison-based training activities for specific technologies
- Have the willingness to learn across multi-disciplinary systems

## Core skills

The following is an overview of skills required to succeed in the role:

Have or able to attain in a relatively short window, expertise in:

- Advanced communications technologies;
- Radio Frequency technologies;
- Understanding of complex multi-disciplined systems;
- Offensive and defensive cyber technologies; or
- Offensive and defensive Technical Surveillance

## Education and qualification requirements

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

- Tertiary qualifications, or demonstrated equivalent experience in a relevant technology field (for example – Cyber, Engineering (mechanical/electrical/software or similar), Telecommunications, Electronics, Security, Mechanical, Operations Management)
- Established knowledge in one or more of the following areas:
  - Cyber Operations, analysis or engineering
  - Security and vulnerability research
  - Electronic, mechanical or complex technology systems
  - Radio Frequency systems
  - Technical Surveillance systems
  - Software or computer engineering
  - Trade skills (electrician, network communications, HVAC, instrument or similar skills)

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

- Experience working in a technology project related field with Defence, NIC, law enforcement or related industry
- Experience working with technology across a global environment and with remote workforces

## 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](https://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](https://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 & indicate which role and level the application is for
- 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](http://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.