

Candidate Information Pack

NETWORK INFRASTRUCTURE ADMINISTRATOR

LEVEL 6

Position details

Title	Network Infrastructure Administrator
Classification	Level 6
Clearance Level	Negative Vetting 2
Location	Canberra
Salary Range	$120,199 - $138,523
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

We are seeking a dedicated Network Infrastructure Administrator to manage the deployment and operational stability of our communications backbone. In this role, you will be responsible for the hands-on configuration, installation, and maintenance of critical hardware and software across secure cloud, data centre, and internet communications environments. You will ensure the seamless integration of diverse operating systems and open-source platforms, focusing on the physical and virtual health of the network. The successful candidate will be expected to provide rapid diagnostic support and resolve complex technical faults to minimize downtime and ensure continuous operational availability.

We are looking for a disciplined professional who thrives in a fast-paced environment and possesses a strong commitment to technical excellence. Working within a collaborative team, you will be expected to adapt quickly to new technologies and provide clear, concise updates to stakeholders regarding infrastructure status. To support your professional trajectory, we provide structured training and mentorship designed to expand your technical capabilities. This position offers significant opportunities for professional growth, including the opportunity for domestic travel to oversee on-site infrastructure projects.

Role responsibilities

The Network Infrastructure Administrator is responsible for the physical and virtual sustainment of the organisation's connectivity and computing environment. This role focuses on the hands-on deployment, configuration, and maintenance of network hardware and server infrastructure to ensure maximum uptime and security. The successful candidate will act as a primary technical responder, optimising system performance and resolving critical infrastructure incidents to support seamless business operations.

Key Responsibilities

Network Management

- Perform the physical installation, cabling, and configuration of switches, routers, and firewalls.
- Manage and maintain VLANs and routing protocols to ensure stable connectivity.
- Conduct regular hardware audits and firmware updates to maintain network integrity and performance.

Infrastructure Management

- Oversee the lifecycle of data centre assets, including the racking, stacking, and powering of hardware.

- Maintain detailed documentation of physical network topologies and asset inventories.
- Coordinate the deployment of new hardware components across various secure site environments.

ICT Incident and Problem Management

- Provide rapid, hands-on diagnostic support to identify and resolve network outages and hardware failures.
- Perform root-cause analysis on recurring infrastructure issues to implement permanent technical fixes.
- Collaborate with stakeholders to communicate the status of critical incidents and the timeline for resolution.

System Monitoring and Optimisation

- Utilise monitoring tools to track network traffic, bandwidth utilisation, and hardware health in real-time.
- Proactively identify bottlenecks and optimise configuration settings to improve system throughput.
- Implement alerts and reporting mechanisms to detect and address potential failures before they impact operations.

Core skills

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

- **Network Hardware Deployment** Expertise in the physical installation, cabling, and configuration of enterprise-grade switches, routers, and firewalls.
- **Routing & Switching** Deep understanding of VLANs, routing protocols, and subnetting to ensure stable and efficient data flow.
- **Infrastructure Sustainment** Proficiency in data centre operations, including rack management, power distribution, and hardware lifecycle maintenance.
- **Rapid Incident Response** The ability to remain composed and effective under pressure to diagnose and resolve critical network outages.
- **Technical Documentation** Skill in creating and maintaining accurate network diagrams and standard operating procedures (SOPs).
- **Collaborative Teamwork:** Ability to work responsively within a multidisciplinary team to achieve shared infrastructure goals.

Education and qualification requirements

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

Essential:

- **Professional Experience:** A minimum of 3+ years of proven experience in a dedicated network infrastructure role, demonstrating the ability to work under limited direction with a high degree of autonomy.
- **Industry Certification:** Current CCNA, JNCIA, or an equivalent associate-level vendor certification.
- **Technical Expertise:** Deep theoretical understanding and practical experience in the configuration and management of VLANs, VRFs, and Routing protocols (OSPF and BGP).
- **Work Level Capability:** Demonstrated ability to exercise initiative and judgment in the application of technical practices and the resolution of complex infrastructure problems.

Desirable:

- **Advanced Networking:** Knowledge or hands-on experience with MLPS, ACI, NSX, and enterprise firewall management.
- **Automation & Efficiency:** Proficiency in scripting and automation tools to streamline network operations and reduce manual overhead.
- **System Monitoring:** Experience implementing and managing network monitoring systems to ensure proactive operational health.
- **Formal Education:** A degree in IT Engineering, Computer Science, or an equivalent tertiary qualification.
- **Leadership Experience:** Experience managing technical workflows, setting priorities, or providing technical advice to stakeholders in a representational role.

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.

While 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 Negative Vetting 2 security clearance
- For more information on eligibility please see the Protective Security Policy Framework which is publicly accessible at protectivesecurity.gov.au, Release 2026 section 18.5 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.

Use of AI in recruitment process

We recognise some applicants may use AI technologies to draft applicants or prepare for interviews. If you wish to use AI, we recommend doing this only for initial drafts and ensure that your application is personalised and accurately reflects your skills, experiences and capabilities.

Additionally, be aware of the privacy policies of any AI tools you use. Be mindful of the information you are entering into AI tools (personal details, work history, etc) and how using it may link you to potential ASIS employment, noting that you are expected to maintain confidentiality with your application.

If you are invited to attend an interview, the use of AI tools and recording devices during the interview is strictly prohibited. Should AI tools or recording services be detected, your application, and any future applications may not be progressed.

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.