

Candidate Information Pack

OPERATIONAL TECHNOLOGY OFFICER Level 4-6

Position details

Title	Operational Technology Officer
Classification	Level 4 - 6
Location	Canberra
Salary Range	$100,451 - $138,523
Contact	Recruitment Phone: (02) 6261 3100
Closing Date and Time	Please refer to website for closing date and time.

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

ASIS is looking for Operational Technology Officer's (OTOs) to conduct technical intelligence operations in support of the Australian Government intelligence mission.

The role of an OTO is dynamic and multifaceted, encompassing a wide range of responsibilities that drive innovation and ensure operational excellence. You will be responsible to capture requirements, plan and execute technical operations both domestically and overseas, often in unique and challenging environments. You will manage risk prior to operations and in the field, reacting to real time changes on the ground.

As an OTO you will take a 'hands-on', professional approach to technical work that is underpinned by existing relevant academic/trade and work experience. You will stay ahead of the curve by continuously updating your skills and knowledge with superior training. OTOs are drawn from a diverse range of cultural, linguistic, technical and career backgrounds.

Positions are Canberra based with domestic and international travel, and the potential for overseas postings. You will be trained in the use of a range of highly sensitive and unique technical capability, tradecraft, operational planning and methodology to enable you to meet Australia's intelligence requirements. You will oversee the development, maintenance, deployment and operation of technical systems and capabilities.

Role responsibilities

The role can be demanding, but highly rewarding, and ASIS offers a range of extensive support services that contribute to enabling a work life balance, not found in traditional technology roles elsewhere.

- Conduct technical operations utilising a broad range of highly sensitive technical capability.
- Travel overseas/domestically, often at short notice.
- Deliver technical training to non-technical audiences.
- Maintain relevant technical and OTO specific skillsets.
- Work in often austere environments either individually or as part of a team.
- Perform all duties in a safe and secure manner.

Core skills

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

We are seeking OTOs who can deploy operationally as part of a team or individually, using a range of state-of-the-art technical systems and capabilities to solve complex problems. OTOs require effective communication and collaboration skills to build crucial relationships with a range of stakeholders from Australia and across the globe.

OTOs are a key element of ASIS's intelligence capabilities and highly valued for their unique complex problem-solving skills, innovation and technical capabilities.

Education and qualification requirements

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

- Ability to use technology to solve complex problems.
- Ability to adapt and respond in real-time to changing circumstances.
- An ability to communicate complex technical ideas to non-technical audiences
- Relevant and established expertise in one or more technical areas. These could include, but not limited to:
    - Radio Frequency (RF) technologies
    - Cyber and IT Security
    - Computer Networking
    - Electronics/Robotics technologies
    - Audio/Video technologies
    - Digital Forensics
    - Software and Hardware engineering
    - STEM studies
    - Trades e.g. electricians, general fitting and machinist skills etc

Note: This is not an entry level position. Currently enrolled students without existing operational or technical experience should look towards ASIS's graduate program.

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 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:

- 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
- Responses to the following questions outlining your skills and experience for the role on offer.
    1. Considering your skills and experience, please indicate the level you are applying for.
    2. Why do you want to work for ASIS and what makes you a good candidate for the role?
    3. Tell us about a time you have used your technical expertise to solve a problem.
    4. How do your skills and experience equip you for an operational role in the field?
    5. Tell us about a time you needed to build rapport quickly with someone to achieve an outcome.

Applicants should consider the position description and provide examples which demonstrate their ability to perform the functions of the position. Consider using the CAR (Context, Action, Result) technique when answering.

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.

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.