

Selection Documentation

2024 Technologist Campaign

Data/Business Intelligence Analysts

Levels 4 – EL1 (\$89,990 - \$157,080)

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

ASIS employs people in a wide range of roles, including technologists. These roles require dynamic team players who enjoy working with stakeholders, team members and individually on projects. ASIS is looking for people who will be able to meet tight deadlines and work to support ASIS priorities. Successful candidates will have excellent coordination and administration skills, excellent verbal and written communication skills; and, strong stakeholder engagement and influencing skills. Relevant tertiary qualifications and demonstrable experience will be highly regarded.

ASIS values workplace diversity and is committed to providing a supportive, inclusive and respectful work environment. We encourage applications from Aboriginal and Torres Strait Islander People, women, people with disabilities, people that identify as LGBTIQ+ and people from culturally and linguistically diverse backgrounds.

We offer a competitive salary package including 22 days annual leave, shutdown between Christmas and New Years Day, 15.4% employer superannuation contribution, access to flex time (up to Level 6 only) and generous paid parental leave. Full and part time positions as well as flexible work hours can be negotiated.

All positions are office-based and located in Canberra. **This role requires the successful applicant to obtain and maintain a Security Clearance.**

Role: Data/Business Intelligence Analysts (L4-6) and Manager, Business Intelligence (EL1)

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.

Key Responsibilities and Tasks

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 / Education, qualification and experience requirements

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.

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.

Application Levels

We have positions open at the Level 4, Level 5, Level 6 and EL1. 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 level candidate would be expected to have more experience and operate with limited supervision within a core group of developers. A candidate at the EL1 level would be expected to have substantial experience, operate entirely independently and possibly fulfil a leadership role. An EL1 candidate may also have some specific, deep technical expertise.

Junior applicants (L4-5) 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 (L6 & EL1) would be expected to have experience across most of the core skills.

Selection Criteria

Candidates are not required to provide a separate written response to the ILS capabilities (below), however, candidates are encouraged to consider the capabilities in preparing their application, as each candidate will be assessed on their ability to demonstrate behaviours aligned to the capabilities for the position.

For more information on the ILS, tips on applying for jobs in the Public Service, go to the APSC website found at www.apsc.gov.au.

Supports Strategic Direction

- Supports shared purpose and direction;
- Thinks strategically;
- Harnesses information and opportunities; and
- Shows judgment, intelligence and common sense.

Achieves Results

- Identifies and uses resources wisely;
- Applies and builds professional expertise;
- Responds positively to change; and
- Takes responsibility for managing work projects to achieve results.

Supports Productive Working Relationships

- Nurtures internal and external relationships;
- Listens to, understands and recognises the needs of others;
- Values individual differences and diversity; and
- Shares learning and supports other.

Displays Personal Drive and Integrity

- Demonstrates public service professionalism and probity;
- Engages with risk and shows personal courage;
- Commits to action;
- Promotes and adopts a positive and balanced approach to work; and
- Demonstrates self-awareness and a commitment to personal development.

Communicates with Influence

- Communicates clearly;
- Listens, understands and adapts to audience; and
- Negotiates confidently.

Job Specific Requirements

- Demonstrated experience and education relevant to the role.

HOW TO APPLY

Applicants will need to apply **ONLINE** via our website.

Applicants will be required to attach a resume and submit a maximum 800 word pitch outlining their relevant experience, skills and knowledge to perform the duties of the role.

You will be asked what level you are applying for.

Applicants are encouraged to consider the capabilities when preparing their application, as this will form the basis of selection assessment. For more information and tips on applying for jobs in the Public Service, search 'Joining the APS' at www.apsc.gov.au.

After application submission, you may receive an SMS requesting you to complete online testing. Please ensure you complete this as your application will not be progressed otherwise.

APPLICATIONS CLOSE: Refer to date on website

ELIGIBILITY

Candidates must be Australian citizens.

The successful candidate will be required to obtain and maintain a security clearance.

REASONABLE ADJUSTMENTS

All requests for reasonable adjustments will be considered and managed in consultation with you. We will continue to ask you if you require reasonable adjustments at each stage of the process. If you are successful in gaining employment, reasonable adjustments can also be made available to you in performing your role.

WHAT HAPPENS NEXT?

You may receive a SMS requesting you to complete online testing. Please ensure you complete this as your application will not be progressed otherwise.

Please do not tell anyone about your application with our organisation at this stage of the process as doing so may harm your suitability for employment with us.

A merit list will be established for candidates who are suitable and will remain valid for a period of 18 months.

We thank you for the time and effort you have put into your application; however, we are unfortunately unable to provide feedback to unsuccessful candidates.