

Selection Documentation

Electronics Specialists

Level 4-6

Salary: \$97,148 - \$133,968 (Plus Superannuation)

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 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+.

We offer a competitive salary package including 22 days annual leave, shutdown between Christmas and New Year's 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 located in Canberra.

Role: Electronics specialists (L4-L6)

ASIS is seeking specialists to join a small team that provides a variety of bespoke capabilities to support ASIS operations. We are seeking electronics technicians and related trades who can contribute to the manufacture of highly sensitive and unique capabilities that provide ASIS with an operational advantage.

This is an exceptional opportunity to apply your expertise and creativity to help further Australia's interests and security. Working for ASIS Operational Engineering, you will engage with highly trained and experienced Operational Officer Cadres to solve complex operational problems. You will have access to a large variety of technologies, tooling and techniques, and the unique potential to engage with the National and 5EYES intelligence community on cutting edge training and methodologies. We will help you to further develop your expertise in your chosen field, as well as provide extensive opportunities to broaden your knowledge and skillsets across a wide range of manufacturing techniques.

We build our products with leading edge technologies in a well-equipped and maintained modern facility. As a member of a small motivated team within ASIS, the successful applicant will be involved in the design, manufacture, testing and integration of bespoke operational solutions to support ASIS's mission.

What we are looking for:

The successful applicant would demonstrate an ability to:

- Work well within a small team
- Engage with operational officers and other stakeholders to identify requirements and scope tasking
- Lead or contribute to the design of operational solutions
- Lead or contribute to the development and manufacture of operational solutions
- Lead or contribute to assembly and testing of operational solutions
- Contribute to the operation and maintenance of modern manufacturing workshop and laboratory environments, including machine/equipment maintenance, stock management and purchasing, and assisting with new procurements
- Maintain industry awareness and contribute to strategic capability planning

Core Qualifications and experience that would be beneficial:

We are particularly interested in candidates with a versatile skillset demonstrating proficiency in the design, fabrication, testing and integration of electronic systems.

- Desirable – formal qualifications from an approved institution, including, but not limited to the following fields:
 - Electronics Trades
 - Electrical Trades
 - Automotive Electrical
 - Telecommunications
 - Avionics / Marine
- Highly Desirable – experience with:
 - Integration of electronics in complex builds
 - CAD software (particularly Solidworks) and detailed design prototyping
 - Radio Frequency (RF) principles and application
 - Micro Soldering and Component Assembly
 - Microcontrollers, for example Arduino / RPi / STM / PIC

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. (Whilst your application may be considered for all levels, please indicate your preferred level and the area you are most interested in working.)

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.