

# **Selection Documentation**

## **Operational Technology Officer**

### **Level 5, Level 6**

#### **\$92,297-\$117,746 plus superannuation**

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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 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, which require dynamic team players who enjoy working with stakeholders, team members and individually on projects. ASIS is looking for operational technology officers who will be able to meet tight deadlines and work to support ASIS priorities.

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.

### **Role**

An ASIS Operational Technology Officer (OTO) is responsible for the development, maintenance, deployment and operation of technical systems and capabilities to support Australia's foreign intelligence missions. An OTO takes a 'hands-on', professional approach to technical work that is underpinned by relevant academic or work experience. The service's current OTOs are drawn from a diverse range of people with different cultural, linguistic, technical and career backgrounds. These range from electricians and locksmiths to software developers and network engineers (RF, network, systems, etc).

The role of an OTO is not your regular public service technical role. It can be demanding, but highly rewarding and ASIS offers a range of internal and external support services that contribute to enabling a work life balance that is not often found in technology roles elsewhere.

As an OTO you will be based in Canberra but there will be opportunities to travel, and build close relationships with a diverse range of people from Australia and across the globe. You will also consolidate, grow and exercise your technical skillsets in devising often unique solutions to difficult problems. OTOs form a key element of ASIS's intelligence capabilities and are highly valued for their unique problem solving, innovation and technical capabilities.

### **Key Responsibilities and Tasks**

Outlined below are the key areas of responsibility for an Operational Technology Officer:

- Operate and maintain operational technology equipment across a broad spectrum of technology systems;

- Develop and guide customer requirements, build and test solutions to meet requirements, and deploy solutions to meet the Service's operational technology needs both in the field and in Headquarters;
- Maintain relevant technical and OTO specific skillsets;
- Work as part of a team either as a positive participant or as a leader;
- Coordinate responses to technical requests from a range of diverse technology, intelligence and industry groups;
- Conduct relevant technical operational activity;
- Travel interstate/overseas, sometimes at short notice;
- Manage competing tasks and customer/stakeholder expectations in relation to technical capability;
- Maintain awareness of team technical capability requests; and
- Ensure security implications are addressed.

## **Education, qualification and experience requirements**

The following education, qualifications and/or experience will be highly regarded (but not all are essential):

- Ability to be adaptable, willing to learn, operate as part of a team and have an aptitude for leadership.
- Relevant technical expertise in one or more of the following technical areas:
  - Radio Frequency technologies;
  - Cyber and IT Security;
  - Electronics and/or electrical technologies;
  - Locks and mechanical security systems;
  - Electronic security and access control systems;
  - Video and audio technologies;
  - Data and networking technologies;
  - Software and hardware engineering technologies; and
  - General fitting and machinist skills.
- Experience in delivering technical training.

## **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](http://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 qualifications relevant to the role.

### **Applicant Instructions:**

**To APPLY, please submit an application ONLINE via the website.**

Candidates are required to submit a maximum 800-word pitch outlining their skills and experience for the role on offer along with a comprehensive resume detailing their work history.

Applicants should consider the position description and provide examples which demonstrate their ability to perform the functions of the position.

**Pitch to us:** We want to know about your technical skills and why you want to work for ASIS. What experience do you have and which area you are most interested in working for?

**APPLICATIONS CLOSE: Please refer to the website for the closing date.**

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### **What Happens Next?**

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.

You may be contacted via SMS regarding the next stage of the process.

A merit list will be established for candidates who are suitable and will remain valid for a period of 12 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.