

Selection Documentation

Covert Multimedia Officer

Level 5

\$105,013 - \$113,141 plus superannuation

Level 6

\$116,245 - \$133,968 plus superannuation

Executive Level 1

\$145,137 - \$169,572 plus superannuation

ABOUT US

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 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+.

WHAT WE OFFER

- A competitive salary
- A career with a difference making a direct contribution to Australia's national security
- A unique working environment where the work is stimulating and our people matter
- Ongoing training and personal development opportunities
- Ongoing employment with opportunity for part-time or flexible work hours
- Generous leave provisions

This role is office based in Canberra.

THE OPPORTUNITY

The primary role of a Covert Multimedia Officer is to develop, sustain and continuously improve a range of multimedia solutions to securely support operational requirements. You will assist devise, test and continually improve a range of synthetic multimedia and physical artefact solutions to ensure our capabilities remain fit for purpose in the face of increasing biometric controls and regulation.

As a member of the Covert Facilities team, you will be responsible for the coordination of resources and holistic management and governance of enabling multimedia and artefact capabilities. You will work closely with internal and external stakeholders to enable operations and will develop the expertise to assist stakeholders plan, develop and manage their multimedia requirements. The roles offer the potential for domestic and international travel.

You will possess experience in graphic design and multimedia production; machine learning; strong attention to detail; the ability to understand and adapt new concepts; and think outside the square. You will also demonstrate the capacity to adhere to the complex security requirements related to long-term capability. These roles have broad stakeholder engagement.

In addition to our current vacancies, successful candidates through this process will be placed in a merit pool which may be utilised to fill future vacancies over the next 18 months.

KEY RESPONSIBILITIES AND TASKS

The following is an overview of key responsibilities and tasks:

- Develop, deliver, adapt and continuously improve new graphic design and multimedia solutions to meet operational requirements.
- Maintain and strengthen key stakeholder relationships to ensure capability development is in direct response to stakeholder requirements.
- Provide specialist advice on graphic design and multimedia solutions.
- Maintain and strengthen subject matter expertise through attending relevant training, workshops and conferences, and collaborate and co-operate with other SMEs, including relevant industry/academic bodies.
- Other duties as directed.

EDUCATION, QUALIFICATION AND EXPERIENCE REQUIREMENTS

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

- Relevant industry qualifications and/or extensive experience in a related field such as graphic design and production, printing, synthetic multimedia generation or relevant coding.
- Strong strategic thinking and planning.
- Sound communication and interpersonal skills, with the ability to engage and influence senior stakeholders.
- Proven ability to manage complex projects and deliver outcomes.

We are dedicated to building a diverse and inclusive workforce, so if you are excited about this role but your past experience doesn't align perfectly, we encourage you to apply.

SELECTION CRITERIA (LEVEL 5 AND LEVEL 6)

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.

SELECTION CRITERIA (EXECUTIVE LEVEL 1)

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.

Shapes Strategic Direction

- Inspires a sense of purpose and direction;
- Focuses strategically;
- Harnesses information and opportunities; and
- Shows judgment, intelligence and common sense

Achieves Results

- Builds organisational capability and responsiveness;
- Marshals professional expertise;
- Steers and implements change and deals with uncertainty; and
- Ensures closure and delivers on intended results.

Cultivates Productive Working Relationships

- Nurtures internal and external relationships;
- Facilitates co-operation and partnerships;
- Values individual differences and diversity; and
- Guides, mentors and develops people.

Exemplifies Personal Drive and Integrity

- Demonstrates public service professionalism and probity;
- Engages with risk and shows personal courage;
- Commits to action;
- Displays resilience; and
- Demonstrates self-awareness and a commitment to personal development.

Communicates with Influence

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

Job Specific Requirements

- Demonstrated experience and education relevant to the role.

HOW TO APPLY

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

Candidates will be required to attach a resume and provide responses to the following questions:

1. Whilst your application may be considered for all advertised levels, please indicate your preferred level.
2. Candidates are required to submit a maximum 800 word pitch demonstrating their relevant experience, skills and knowledge to perform the duties of the role.

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.

APPLICATIONS CLOSE: Refer to date on website

ELIGIBILITY

Candidates must be Australian citizens.

The successful candidate will be required to obtain and maintain the highest-level 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.