

Selection Documentation

2022 Technologist Campaign

Systems Administrator

Levels 4-6

Level 4: \$85,383 - \$89,066 plus superannuation

Level 5: \$92,297 - \$99,439 plus superannuation

Level 6: \$102,168 - \$117,746 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 in the fields of engineering (infrastructure, electronic, systems), data science and data engineering, cyber specialists, solution architecture, database administrators, IT support, network specialist, software development, project management / project support, procurement and business analysis. These roles require dynamic team players who enjoy working with stakeholders, team members and individually on projects. ASIS is looking for technologists 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 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.

All positions are based in Canberra.

Role: Systems Administrator (L4-L6)

We are seeking Systems Administrators who are eager to apply their technical skills across a variety of technology areas in a fast-paced, complex environment. In this role you will maintain, upgrade and manage key software, hardware and network environments. You will diagnose and resolve problems quickly and be able to communicate outcomes with technical users. You will have an understanding of a broad range of IT Operating Systems and platforms and work closely in a team environment to ensure smooth, timely configuration and maintenance. You will require a willingness to learn new technologies and work responsively in a team environment. We will provide training, support and mentorships to develop and grow your skills to further your career. The role includes an on-call roster for out-of-hours technical response and optional domestic and overseas travel.

Core Skills / Education, qualification and experience requirements

One or more of the following:

- Knowledge of installation and configuration of hardware and software solutions including sustaining network integrity, server deployment and application of security controls.
- Experience in system monitoring, performance optimisation and process improvements.
- Experience in troubleshooting issues and outages.
- Experience in server virtualisation technologies such as VMWare, HyperV.
- Experience in support of Windows Server and desktop platforms including AD administration.
- Experience in the support of mail systems such as MS Exchange.
- Relevant experience in supporting database technologies such as Oracle or MSSql.
- Experience in the automation of server or application deployments using technologies such as SCCM, Ansible, or Puppet.
- Knowledge of any of the following; Java Scripting, HTML, PowerShell, Unix, Bash, CSS, AJAX or similar.
- Familiarity with Linux administration, experience developing web, desktop and mobile applications and/or experience with cloud technologies.

Applicant Instructions:

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

Candidates are required to provide a comprehensive resume detailing their work history and provide responses to the following questions:

1. Please indicate the level you are applying for. Level 4 / Level 5 / Level 6
2. You will be required to submit a maximum 800 word pitch outlining your skills and experience for the role.

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

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.