

**Selection Documentation**  
**2022 Technologist Campaign**  
**Digital Information Officer/Knowledge Management**  
**Coordinator**  
**Level 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**

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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 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: Digital Information Officer/Knowledge Management Coordinator (L4 - L6)**

The Knowledge and Information Management section is seeking to recruit dynamic and proficient Knowledge Management Coordinators and Digital Information Officers.

The successful candidates will perform digital records and knowledge management tasks of varying complexity under direction from senior staff. You will have a strong customer focus and good verbal and written communication skills. You will exercise some discretion in the application of relevant policies, procedures and guidelines and provide support that is informed and directed by sound knowledge. There may be opportunities to undertake some research and analysis activities.

The roles require a team player who can contribute to ASIS's transition to digital record keeping and other knowledge management processes, and assist with the implementation, administration and training of records/knowledge management systems. You will assist in the delivery of various programs and projects including digitalisation, content design and knowledge based discovery and transfer work. Successful candidates will have good organisational skills, including the ability to manage a variety of

tasks with competing deadlines, build productive relationships and communicate and negotiate persuasively.

## Core Skills / Education, qualification and experience requirements

The following is an overview of key responsibilities and tasks:

- (Level 4 specific) Under direction, work as part of a small team in accordance with directed priorities and workload of that team;
- (Level 5 specific) Work as part of a small team including providing advice on the workload and priorities of the team;
- (Level 6 specific) Lead a small team including coordinating the workload and priorities of the team;
- Contribute to the development and management of digital and knowledge management systems, processes and policies;
- Provide advice and support to operational and non-operational staff and managers, in accordance with best practice and relevant policy and guidelines;
- Assist with undertaking audit activities to assess and ensure compliance;
- Develop and deliver training to stakeholders on knowledge management systems and requirements;
- Build and sustain internal and external relationship with key customers and stakeholders;
- Maintain up to date knowledge of information management systems and capability;
- Provide research, discovery and digital systems assistance to customers and stakeholders; and,
- Participate in or and oversee minor projects under guidance from the Information Management Team Leader including file sentencing, disposal and digitalisation.
- A qualification in either a records or information management discipline or experience in digital records and knowledge management or equivalent experience in a similar role is desirable.

## 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.**

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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.