

# Selection Documentation

## 2022 Technologist Campaign

### Graphic and Web Design Officers

#### 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

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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: Publishing and Design Team Member (L4-L6)**

As a member of the Publishing and Design Team, you will be responsible for the production and distribution of content on the intranet and will provide support to the administration of core communications platforms including newsletters and survey platforms. You will create designs that reflect ASIS values, culture and future needs. You will also provide graphic design support as part of the publications and print production unit, implementing ideas to creatively promote internal campaigns and maintain ASIS branding and corporate styles. You will play an important role in meeting client and service needs, developing enhancements to the intranet and collaborative platform, and maintaining policy for best practice and future capabilities. You will identify information gaps and potential enhancements for greater connectivity of information and design functions, and provide design advice and work.

#### **Core Skills / Education, qualification and experience requirements**

- Strong liaison skills.
- Experience with Adobe CC Suite and Sharepoint.
- Ability to prioritise requests and manage customer expectations using excellent customer service skills.
- Ability to provide support and training to users and content editors.

- Experience managing the governance and creation of teamsites.
- Experience working with a sharepoint platform is highly desirable and experience in publications and printing production would be advantageous.
- Formal Graphic Design qualifications are 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.