

Selection Documentation

2025 Technologist Campaign

Project Support Officers (APS Level 4-5)

Salary: \$93,591 - \$108,998 (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.

We offer a competitive salary package including 22 days annual leave, shutdown between Christmas and New Years Day, 15.4% employer superannuation contribution, access to flex time (up to Level 6 only) and generous paid parental leave. Full and part time positions as well as flexible work hours can be negotiated.

All positions are office-based and located in Canberra.

This role requires the successful applicant to obtain and maintain a Security Clearance.

Role: Project Support Officers (L4-L5)

Are you an organised person who can support a busy team to build, manage and deploy new technologies? Would you like to develop new skills and broaden your experience within an exciting and dynamic organisation? ASIS is looking for Level 4/5 project support staff to join its Project Management team.

Through this role, you will support the Project Management team in the management and delivery of complex Information and Communications Technology (ICT) projects. You will work with staff across the organisation providing support to multiple projects and be exposed to a wide range of operational and enabling technology that supports the broader Service. You will provide day-to-day support on components such as resourcing, scheduling, prioritisation and task coordination, and meeting project milestones, objectives and deliverables.

While experience in a similar support role would be an advantage, a positive attitude and a willingness to learn new skills could still win you the role. Opportunities for formal training will be available to the successful candidate.

Suitably motivated candidates can expect opportunities to develop their professional skills and qualifications, with a clear path for career progression into a Project Manager role.

Key Responsibilities and Tasks

- Support of project management co-ordination and documentation
- Preparation and maintenance of project documentation for reporting, monitoring and evaluation purposes
- Supporting planning and conduct of stakeholder workshops and briefings
- Support procurement and contract management activities
- Preparation of reports and briefings where required
- Other duties as required

Core Skills / Education, qualification and experience requirements

- Ability to manage competing tasks and priorities;
- Demonstrated experience in a team environment, including being able to 'jump in' to assist team members as and when required;
- Capacity to organise meetings, and take minutes;
- Strong verbal and written communication skills;
- Ability to form and maintain robust stakeholder relationships;
- Adept in the preparation of project documentation; and,
- Passionate, positive attitude and willingness to learn new skills (there will be opportunities to learn on the job and gain practical experience).

Experience in the following would be beneficial, but not essential:

- Day-to-day delivery functions such as scope, time, cost, quality, risk, communications, procurement and integration; and,
- Experience with Excel, Word and PowerPoint.

Application Levels

We have positions open at APS Level 4 and Level 5. A Level 4 candidate would be expected to be new to the area and work under the guidance and supervision of a more senior officer.

A candidate at Level 5 would be expected to have one to two years real work experience and will be working under some supervision.

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.

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.

HOW TO APPLY

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

Applicants will be required to attach a resume and submit a maximum 800 word pitch outlining their relevant experience, skills and knowledge to perform the duties of the role.

You will be asked what level you are applying for.

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.

After application submission, you may receive an SMS requesting you to complete online testing. Please ensure you complete this as your application will not be progressed otherwise.

APPLICATIONS CLOSE: Refer to date on website

ELIGIBILITY

Candidates must be Australian citizens.

The successful candidate will be required to obtain and maintain a 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.