

Selection Documentation

Information Management System Support

Level 5

\$105,013 - \$113,141 (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. These roles require dynamic team players who enjoy working with stakeholders, team members and individually on projects. ASIS is looking for people 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 and demonstrable experience will be highly regarded.

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+.

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: Information Management System Support (Level 5)

The Knowledge and Information Management section is responsible for the management of ASIS's information, including its records (digital and physical) and knowledge holdings.

We are looking for someone who has necessary skills to support the coordination and delivery of various programs and projects, and contribute to the development, implementation and management of electronic records and information within ASIS business systems.

The successful candidate will be responsible for undertaking work that is moderately complex in nature. You will be required to exercise sound judgement to provide technical, professional and/or policy advice to how records and information is managed within the Service's EDRMS and related business systems.

Key Responsibilities and Tasks

The following is an overview of key responsibilities and tasks:

- Undertake upgrades/patch fixes with the team or relevant IT resources.
- Support engagement with business area to understand high-level business processes to ensure appropriate mapping to the EDRMS.
- Contribute to the development and implementation of enhancements to the EDRMS and official business systems; Assist and conduct with data integrity and system auditing.
- Work with relevant IT sections to troubleshoot or resolve technical issues.

Core Skills

The following is an overview of skills required to succeed in the role:

- Demonstrated experience using records and information management systems and the ability to provide application layer administrative support and training, or ability to demonstrate transferrable skills;
- An understanding of records and information management systems technical capability, system components or the ability to acquire the knowledge.
- Demonstrated or ability to quickly acquire, knowledge of relevant legislation, policies, and practical application;
- Demonstrate experience in undertaking or coordinating system upgrades and maintenance.
- Demonstrated customer service experience;
- Effective written and verbal communication skills; and
- Proven ability to successfully manage and deliver outcomes/projects.

Education, qualification and experience requirements

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

- Qualifications in system administration and maintenance and/or a reasonable level of equivalent experience in a similar role is desirable.
- Formal qualifications in a records or information management discipline and/or at least 3 years' experience in records and information management or equivalent experience in a similar role is desirable;

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

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.