



Candidate Information Pack

Operational Technology
Communication Capability
Specialist

Position details

Title	Operational Technology Communication Capability Specialist
Classification	Level 6
Location	Canberra
Salary Range	\$120,199 – \$138,523
Contact	Recruitment Phone: (02) 6261 1849
Closing Date and Time	Please refer to the website for close date

About ASIS

The Australian Secret Intelligence Service (ASIS) is Australia's overseas intelligence collection agency. We are Australia's experts at collecting highly sensitive information – secret intelligence – from sources overseas to keep Australia and our region safe and prosperous.

Our work spans continents and cultures. As a tech-powered and data-driven organisation, we use covert techniques and cutting-edge technology to put us in the right rooms, next to the right people, with the right access to the intelligence we need. We are tasked to collect intelligence – it might be political, military or economic information – deliberately withheld from the Australian Government that might present threats to or opportunities for Australia.

From graduates to career changers, we come from every corner of the country and all walks of life, with backgrounds from all around the world.

Regardless of our ethnicity, experiences and education, we're bound by a shared commitment to something bigger: building a better future for those who come after us. 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 LGBTQIA+.

It's a mission owned by everyone, with opportunities for all.

The role

We are seeking a versatile and technical Product Management Specialist to bridge the gap between product requirements and technical delivery. This role is designed for a professional who can engage with customers, elicit product requirements and translate these into a high-quality technical solution. The Capability Specialist will support with the design, development and deployment of fit for purpose technical solutions, and oversee long-term portfolio sustainment in complex, global environments.

As a key link between stakeholders and technical teams, you will be responsible for supporting requirements elicitation and designing bespoke communication and connectivity solutions that ensure secure, reliable operations where standard infrastructure is unavailable. You will not only plan these solutions but represent the business requirements throughout the delivery phase. Working with Delivery Managers you will track and coordinate the development, testing, and integration of specialised systems to ensure they are fit-for-purpose, resilient and secure.

Beyond initial delivery, you will drive the sustainment strategy and ongoing governance and assurance of a portfolio of operational technology capabilities, managing the lifecycle of deployed capabilities and developing the frameworks, documentation, and training required to maintain operational readiness. This role requires a blend of business analysis, technical, product management and delivery management with high-level solution design thinking and a pragmatic approach to capability delivery, collaborating closely with operational and to support areas to ensure our capabilities are integrated and effective within a rapidly shifting threat landscape.

Role responsibilities

- **Stakeholder Engagement:** Act as a primary liaison between end-users, business units and technical teams and working with managers to translate customer need into complete technical solutions.
- **Architectural:** Translating complex operational needs into scalable, secure technical designs and solutions
- **Delivery:** Representing business requirements and coordinating the end-to-end pipeline from prototype and testing to deployment and sustainment.
- **Sustainment:** Supporting and enhancing the governance, tracking, reporting, and sustainment frameworks to ensure long-term reliability and portfolio assurance.

Core skills

We encourage applicants with the following skills and attributes to apply:

- Ability to elicit business requirements and develop technical specifications and functional / non-functional requirements, serving as principal representative for the product owner, translating requirements and supporting delivery of working technical solutions.
- Technical skills and experience in configuring, integrating, testing and deploying secure communication or ICT systems.
- Proficiency in technical testing, quality assurance and troubleshooting complex faults, including coordinating user acceptance testing, ensuring that bespoke capabilities are stable, secure, and fit-for-purpose.
- Strong skills in day-to-day technology asset management of technical capabilities, including maintaining asset management databases and documentation version control using sound information management practices.
- Ability to develop ICT documentation such as frameworks and processes, clear and concise user guides and training materials for both technical and non-technical users.
- A proactive approach to troubleshooting and a willingness to work across teams—to resolve technical blockers quickly.
- Excellent verbal and written communications skills

Education and qualification requirements

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

- Qualifications in Information Technology, Computer Science, Telecommunications, Electronics, or a related technical discipline or relevant industry certifications in networking (e.g., CCNA), systems administration, or cybersecurity (e.g., CompTIA Security+) are highly desirable.
- Experience in producing clear technical documentation or delivering training/briefings to others.
- Demonstrated experience in the assembly, configuration, or testing of technical systems

Experience in the following would be beneficial:

- Experience working in a technology project related field with Defence, intelligence, law enforcement or related industry.

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.



Benefits of working at ASIS

ASIS employees enjoy access to generous workplace terms and conditions. Benefits include but are not limited to:

- Competitive salary plus 15.4% superannuation
- A variety of leave options including 22 days paid annual leave per year
- Paid leave between Christmas and New Year
- Domestic Relocation assistance for new staff to Canberra
- Health and wellbeing initiatives
- Salary packaging arrangements
- Learning and development opportunities including access to study assistance
- A variety of support services including but not limited to Employee Assistance Program (EAP) and a Staff and Family Support Office.

While ASIS officers are not able to work from home due to the classified nature of our work, staff have access to a range of flexible working arrangements. These include part time hours, condensed hours and/or flexible start/finish times to support other responsibilities.

ASIS conditions of service are similar to those applying for the Australian Public Service, for a full list of benefits and conditions see asis.gov.au

Eligibility

To be eligible for a role you must:

- Be an Australian citizen
- Be assessed as suitable to hold and maintain a TOP SECRET-Privileged Access security clearance
- For more information on eligibility please see the Protective Security Policy Framework which is publicly accessible at protectivesecurity.gov.au, section 12 provides information on Eligibility and suitability

How to apply

Click on “Apply Now” on our website on the role/s that you are applying for. You will be required to submit the following:

- 800-word pitch outlining your skills and experience for the role
- A current CV, no more than 2 pages in length, outlining your employment history, academic qualifications and relevant training that you may have undertaken
- Details of two referees, which must include a current supervisor

Applicants are encouraged to consider the Integrated Leadership System (ILS) capabilities when preparing their application. For more information on the ILS, and tips for applying for jobs in Australian Public Service, please visit the APSC website found at www.apsc.gov.au.

All applications for employment with ASIS are handled in the strictest confidence. It is essential you maintain a similar level of confidentiality and that you do not discuss your application with anyone.

Important:

If you are currently living overseas and wish to apply for a role with ASIS, please note that we cannot contact you until you return to Australia. Every part of the recruitment process, including contacting you, must be done while you are in Australia.

If you have no plans to return to Australia in the foreseeable future, we recommend you wait until you return before submitting an application.

Use of AI in recruitment process

We recognise some applicants may use AI technologies to draft applications or prepare for interviews. If you wish to use AI, we recommend doing this only for initial drafts and ensure that your application is personalised and accurately reflects your skills, experiences and capabilities.

Additionally, be aware of the privacy policies of any AI tools you use. Be mindful of the information you are entering into AI tools (personal details, work history, etc) and how using it may link you to potential ASIS employment, noting that you are expected to maintain confidentiality with your application.

If you are invited to attend an interview, the use of AI tools and recording devices during the interview is strictly prohibited. Should AI tools or recording services be detected, your application, and any future applications may not be progressed.

Reasonable adjustments

ASIS is committed to fostering a diverse and inclusive environment for candidates to participate in all stages of the selection process. Please let us know if you require any additional assistance or reasonable adjustments during any stage of the recruitment process and we will work with you to manage this throughout. If you are successful in gaining employment, reasonable adjustments can also be made available to you in performing your role.

Recruitment process – what happens next

We thank all applicants for their interest in a role with ASIS. Please be advised that our selection process is rigorous and extensive and that we do not provide feedback to unsuccessful applicants. **If you progress from application, you will receive an SMS requesting you to complete online testing – please ensure that you complete this testing or your application will not progress further.**

All selection process decisions are merit based and candidates must be prepared to undergo various selection stages throughout the process.

A merit pool will be established for candidates who are suitable for this round and will remain valid for 18 months.