

Selection Documentation

Applications Tester

Level 4-6

\$97,148 - \$133,968 (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 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, administration and technical 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% employer superannuation contribution and generous paid maternity/paternity leave. Full and part time positions as well as flexible work hours can be negotiated.

These roles are **Canberra office-based** with successful applicant required to **obtain and maintain a Security Clearance**.

ROLE

The role requires a dynamic team player who enjoys working with stakeholders, team members and individually on projects. You will be able to meet tight deadlines and work to support ASIS priorities.

The Applications Tester plays a crucial role in the quality assurance and testing of software applications. This role involves ensuring that software applications meet high-quality standards, are free of defects, and function effectively, which is essential for the successful delivery of essential services and programs. The Applications Tester works closely with development teams, SCRUM teams, Product Owners and stakeholders to identify and rectify issues and improve the overall user experience.

Key Responsibilities and Tasks

The following is an overview of key responsibilities and tasks:

- **Test Planning:** Ensure proper time management of testing tasks based on the priority of projects and tasking.
- **Test Case Design:** Create detailed test cases, scripts, and scenarios to thoroughly assess the functionality, performance, and security of applications.
- **Test Execution:** Perform systematic and rigorous testing of software applications, including functional, integration, regression, and performance testing.
- **Defect Identification and Reporting:** Identify, document, and prioritize defects and issues discovered during testing, providing clear and actionable information to developers for resolution.
- **Test Automation:** Develop and maintain test automation scripts to streamline testing processes and increase test coverage.
- **User Acceptance Testing (UAT):** Collaborate with end-users and stakeholders to conduct UAT, ensuring that the application meets the needs and expectations of its intended users.
- **Continuous Improvement:** Contribute to the improvement of testing processes, methodologies, and tools to enhance the efficiency and effectiveness of software testing activities.
- **Documentation:** Maintain comprehensive and accurate records of test plans, test cases, test results, and other testing-related documentation.
- **Communication:** Effectively communicate test progress, test results, and testing issues to project managers, developers, and other stakeholders.
- **Collaboration:** Work closely with cross-functional teams, including developers, business analysts, and project managers, to ensure alignment and understanding of testing goals and objectives.
- **Compliance:** Ensure that software testing activities comply with relevant standards, regulations, and security requirements.
- **Collaborate with cross-functional teams to integrate Agile methodologies, such as Scrum, into testing processes.**

Core Skills

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

- Strong analytical and problem-solving skills.
- Attention to detail and a commitment to delivering high-quality results.
- Excellent communication and interpersonal skills.
- Ability to work collaboratively in a team environment.
- Familiarity with various testing methodologies, tools, and frameworks.
- Proficiency in using Agile management tools to manage tasks and track progress.
- Knowledge of test automation tools and scripting languages (desirable).

Education, qualification and experience requirements

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

- A degree in computer science, information technology, or a related field is preferred.
- Proven experience in software testing and quality assurance would be beneficial.
- Relevant certifications in software testing are advantageous.

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 others.

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.

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.
