

# Selection Documentation

## Operational ICT Infrastructure Technical Specialist

### Executive Level 1

**\$145,137 – \$169,572 (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 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: ICT Technical Specialist (EL1)**

We are seeking experienced Technical Specialists with the requisite skills and experience who are excited about applying their skills in an operational technology area that is a fast-paced and complex global environment. These roles will see you providing essential services to ASIS as you work within highly experienced teams.

You will be provided with training, support and mentorship required to develop and grow your skills to further your career. This role will include the opportunity for domestic and overseas travel.

## Key Responsibilities and Tasks

Outlined below are the key areas of responsibility for EL1 Technical Specialist:

- Providing operational support and improvements to bespoke ICT Infrastructure, which may include:
  - Conduct research, analysis, planning, design and development, monitoring and maintenance of ICT systems
  - Undertake installation work, both in Australia and Overseas
- Lead development activities within a team environment
- Review, design, update and build documentation
- Support and manage organisation priorities and effort
- Support Senior Infrastructure Engineers with complex technical design planning, development and implementation
- Use monitoring and management tools to support performance, availability and capacity planning
- Provide subject matter expertise to team members and advice to senior management and other staff in the development of new capabilities

## Core Skills / Education, qualification and experience requirements

We are looking for knowledgeable IT professionals with a background/experience in a range of ICT disciplines with **one or more** of the following:

- Installation and configuration of complex infrastructure solutions and application of security controls;
- System monitoring, performance optimisation and process improvements;
- Server virtualisation technologies such as VMWare, HyperV or OpenStack;
- Support of Operating systems (including Window and Linux) and management of other open source virtualisation platforms (Ovirt);
- Automation of server or application deployments using technologies such as SCCM, Ansible, or Puppet;
- Experience in Automation and scripting using tools such as; Java Scripting, HTML, PowerShell, Unix, Bash, CSS, AJAX or similar;
- IaaS, PaaS and SaaS cloud technologies (Google, Amazon, Microsoft or other);
- Configuration and management of SIEM tools such as Splunk for threat management and detection; and
- Developing web, desktop and mobile applications.

## **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](http://www.apsc.gov.au).

### **Shapes Strategic Thinking**

- Inspires a sense of purpose and direction;
- Focuses strategically;
- Harnesses information and opportunities; and
- Shows judgment, intelligence and common sense.

### **Achieves Results**

- Builds organisational capability and responsiveness;
- Marshals professional expertise;
- Steers and implements change and deals with uncertainty; and
- Ensures closure and delivers on intended results.

### **Cultivates Productive Working Relationships**

- Nurtures internal and external relationships;
- Facilitates co-operation and partnerships;
- Values individual differences and diversity; and
- Guides, mentors and develops people.

### **Exemplifies Personal Drive and Integrity**

- Demonstrates public service professionalism and probity;
- Engages with risk and shows personal courage;
- Commits to action;
- Displays resilience; and
- Demonstrates self-awareness and a commitment to personal development.

### **Communicates with Influence**

- Communicates clearly;
- Listens, understands and adapts to audience; and
- Negotiates persuasively

### **Job Specific Capability**

- 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](http://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.**

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**APPLICATIONS CLOSE: Refer to date on website**

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## 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.

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## 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.

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