

# Selection Documentation

## Operational Technology Capability Specialist

### Level 6

**\$116,245 - \$133,968 (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

An Operational Technology Capability Specialist is responsible for leading and being part of a team for the management, maintenance and sustainment of ASIS's operational technology systems. These include but not limited to Communication systems, Technical Surveillance, and Signal Exploitation capabilities and tactical support for operational taskings.

## Key Responsibilities and Tasks

These roles support ASIS's operational technology teams to deliver outcomes across the globe. To achieve this the Operational Technology Capability Specialists will:

- Be a leading capability expert who can provide effective advice and problem solving in relation to operational technology systems operated by ASIS
- Provide key advice to operational & capability managers and teams on the effective use of and risks associated with the deployment of operational technology
- Lead and be part of a team of technical experts to identify, procure, maintain and sustain operational technology in support of ASIS operational technology operations
- Be a part of enduring arrangements under the guidance of broader ASIS governance and financial controls with vendors to support operational technology capabilities
- Working with ASIS financial management teams manage budgets to ensure effective support arrangements and procurement of new capability
- Having input to capability management roadmaps in consultation with leadership, broader ASIS customers and Regional Technical Officers
- Working across ASIS operational teams, engineering teams and industry partners to manage the full capability lifecycle for operational technology
- Working with international partners, being part of the capability team will collaborate on technology development and advancement
- Be a complimentary team player who can assist the wider capability cohort in factors regarding operational taskings, development, sustainment and governance
- Facilitating access to vendors to support OTO and liaison-based training activities for specific technologies

## Core Skills

The following is an overview of skills required to succeed in the role:  
Have or able to attain in a relatively short window, expertise in:

- Advanced communications technologies;
- Radio Frequency technologies;
- Offensive and defensive cyber technologies; or,
- Offensive and defensive Technical Surveillance

## **Education, qualification and experience requirements**

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

- Tertiary qualifications, or demonstrated equivalent experience in a relevant technology field (for example – Cyber, Engineering (mechanical/electrical/software or similar), Telecommunications, Electronics, Security, Mechanical, Operations Management)
- Established knowledge in one or more of the following areas:
  - Cyber Operations, analysis or engineering
  - Security and vulnerability research
  - Electronic, mechanical or complex technology systems
  - Radio Frequency systems
  - Technical Surveillance systems
  - Software or computer engineering
  - Trade skills (electrician, network communications, HVAC or similar skills)

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

- Experience working in a technology project related field with Defence, NIC, law enforcement or related industry.
- Experience working with technology across a global environment and with remote workforces.

**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](http://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](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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