

Selection Documentation

2022 Technologist Campaign

Business Analysts

Level 6

\$102,168 – \$117,746 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 in the fields of engineering (infrastructure, electronic, systems), data science and data engineering, cyber specialists, solution architecture, database administrators, IT support, network specialist, software development, project management / project support, procurement and business analysis. These roles require dynamic team players who enjoy working with stakeholders, team members and individually on projects. ASIS is looking for technologists 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 will be highly regarded.

ASIS values workplace diversity and is committed to providing a supportive, inclusive and respectful work environment. We encourage applications from Aboriginal and Torres Strait Islander People, women, people with disabilities, people that identify as LGBTIQ+ and people from culturally and linguistically diverse backgrounds.

All positions are based in Canberra.

Role: Business Analyst (L6)

We are seeking a driven and experienced Business Analyst to join our Customer focused Technology Team. As a valued team member, you will perform a range of Business Analyst duties to assist the organisation in delivering valued capability through a technology investment process. You will work closely with the business leaders across the Service to elicit, document, and validate business needs.

As a Business Analyst, you will guide and collaborate with a range of areas in the Service, ranging from technology enabling and delivery teams, operational users, and community stakeholders, throughout the project lifecycle. This engagement provides high-valued assurance that the business solution is fit for purpose and meets agreed business needs. Business Change is at the centre of our mission, you will also play an important role in supporting the business to transition to new ways of working.

Additional to the technology investment process, you will actively review processes, policies and business plans across the Service to identify improvement opportunities and recommend solutions

Core Skills / Education, qualification and experience requirements

The successful applicant will have a demonstrated ability in one or more of the following areas:

- Gather, validate, and document business needs;
- Reviewing and analysing business process;
- Develop the business analysis competency within the organisation, including guiding and mentoring junior analysts;
- Develop business process models and identify opportunities for process and system improvements; or,
- Build and maintain strong stakeholder relationships and works collaboratively to achieve business outcomes.

The following will be highly regarded:

- Formal qualification in Business Analysis and Business Change (eg PROSCI).

Applicant Instructions:

To APPLY, please submit an application ONLINE via the website.

Candidates are required to submit a maximum 800 word pitch outlining their skills and experience for the role on offer along with a comprehensive resume detailing their work history.

APPLICATIONS CLOSE: Please refer to the website for closing date.

What Happens Next?

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.

You may be contacted via SMS regarding the next stage of the process.

A merit list will be established for candidates who are suitable and will remain valid for a period of 12 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.