

Selection Documentation

2022 Technologist Campaign

Project Support Officers

Levels 4-5

Level 4: \$85,383 - \$89,066 plus superannuation

Level 5: \$92,297 - \$99,439 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: Project Support Officers (L4-L5)

Are you an organised person who can support a busy team to build, manage and deploy new technologies? Would you like to develop new skills and broaden your experience within an exciting and dynamic organisation? ASIS is looking for Level 4/5 project support staff to join its Project Management team.

Through this role, you will support the Project Management team in the management and delivery of complex Information and Communications Technology (ICT) projects. You will work with staff across the organisation providing support to multiple projects and be exposed to a wide range of operational and enabling technology that supports the broader Service. You will provide day-to-day support on components such as resourcing, scheduling, prioritisation and task coordination, and meeting project milestones, objectives and deliverables. While experience in a similar support role would be an advantage, a positive attitude and a willingness to learn new skills could still win you the role. Opportunities for formal training will be available to the successful candidate.

Core Skills / Education, qualification and experience requirements

- Ability to manage competing tasks and priorities;
- Demonstrated experience in a team environment, including being able to 'jump in' to assist team members as and when required;
- Capacity to organise meetings, and take minutes;
- Strong verbal and written communication skills;
- Ability to form and maintain robust stakeholder relationships;
- Adept in the preparation of project documentation; and,
- Passionate, positive attitude and willingness to learn new skills (there will be opportunities to learn on the job and gain practical experience).

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

- Day-to-day delivery functions such as scope, time, cost, quality, risk, communications, procurement and integration; and,
- Experience with Excel, Word and PowerPoint.

Applicant Instructions:

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

Candidates are required to provide a comprehensive resume detailing their work history and provide responses to the following questions:

1. Please indicate the level you are applying for. Level 4 / Level 5
2. You will be required to submit a maximum 800 word pitch outlining your skills and experience for the role.

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.