



Australian Government
**Australian Security
Intelligence Organisation**

Information Management Traineeship 2018



www.asio.gov.au



Why you should apply

It's no secret ASIO's role is to protect Australia and its people from security threats such as terrorism and espionage. ASIO values the information it generates and collects to achieve its purpose. Here is an exciting opportunity for you to join our information management traineeship and support ASIO in protecting the nation and its people.

If you are currently studying, recently finished Year 12, seeking a career change and want to work in a unique, challenging environment contributing to Australia's security then this is the traineeship for you

Benefits

During the IM Traineeship you will earn a salary of \$58,330* plus 15.4% superannuation. In addition to your salary ASIO will cover the costs relating to the completion of a Certificate IV in Recordkeeping.

On successful completion of the IM Traineeship program you will be promoted to an ASIO Employee Grade 4 with a salary of \$74,981* plus 15.4% superannuation.

* Annual Salary effective 1 July 2018



Who we are looking for

The IM Traineeship is aimed Year 12 students and students undertaking their first year of vocational education ICT course.

The people we are looking for will have the following skills:

- ▶ discretion;
- ▶ asks questions to ensure better understanding of issues;
- ▶ follows direction;
- ▶ takes responsibility;
- ▶ manages own time and workload;
- ▶ understands and acts on feedback;
- ▶ approaches work with a positive attitude;
- ▶ willing to learn and assist others; and
- ▶ contribute to team goals and meetings.

What to expect

As a trainee you will complete four workplace rotations in Information Services Branch over two years while studying online for a Certificate IV in Recordkeeping.

Your tasks may involve:

- ▶ researching and drafting Information Management policies;
- ▶ providing initial IT client support;
- ▶ providing records management services;
- ▶ mail and courier services;
- ▶ file creation and information processing;
- ▶ contributing to the agency's digital archiving and preservation policy;
- ▶ reviewing and releasing ASIO records under the Archives Act; and
- ▶ assisting in the purchase of IT equipment and services.

You will learn:

- ▶ how to set up records systems;
- ▶ how to manage the full lifecycle of records;
- ▶ how to communicate and plan in a work environment; and,
- ▶ how to use numerous ASIO information systems.

ASIO will pay for your training and provide you with a mentor who will provide support and guidance throughout the two year traineeship.

It isn't a career—it's a calling.

Eligibility

Applicants must be Australian citizens and willing to relocate to Canberra, assistance can be provided as part of a relocation package.

How to apply

Apply online at www.asio.gov.au/careers. Applications must be lodged from within Australia.

ASIO holds all employment applications in the strictest of confidence and it is essential that you do the same and do not discuss your application with others.

Make sure your application tells us about yourself including why you want to work within Information Management. We are also keen to know about the learning you have undertaken including the subjects you have studied.

If your application progresses to the next phase of our assessment process we will contact you with the details. Unsuccessful candidates will be notified but we cannot provide specific feedback.

ASIO security clearance

Everyone who works in ASIO is required to hold the highest level of security clearance in Australia. To be eligible, you need to be an Australian Citizen.

To gain this clearance all candidates will be asked to provide a significant amount of information and answer a number of questions. Security is taken very seriously, so you are asked to keep your application confidential.

Failure to keep your ASIO application confidential may negatively impact your ability to obtain the required security clearance and impact your chances of employment with ASIO.

CONTACT US

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