



# Tech Docs Stream Leader (LM11043)

Sydney, New South Wales, Australia (Hybrid)

## ASX: Powering Australia's financial markets

### Why join the ASX?

When you join ASX, you're joining a company with a strong purpose – to power a stronger economic future by enabling a fair and dynamic marketplace for all.

In your new role, you'll be part of a leading global securities exchange with a strong brand. We are known for being a trusted market operator and an exciting data hub.

Want to know why we are a great place to work, visit our [careers page](#) to learn more.

### We are more than a securities exchange!

The ASX team brings together talented people from a diverse range of disciplines.

We run critical market infrastructure, with 1 in 3 people employed within technology. Yet we have a unique complexity of roles across a range of disciplines such as operations, program delivery, financial products, investor engagement, risk and compliance.

We're proud of the diversity of our organisation and the culture of inclusion that all our people help to build every day. Our employee-led groups are known for celebrating cultural and religious events, championing LGBTIQ+ inclusion, inspiring giving and volunteering, promoting gender equality, and wellbeing. We are an Employer of Choice for Gender Equality (WGEA) and a member of the Champions of Change Coalition for the advancement of gender equality in Australia.

### About the team:

This role is planned to manage all the Tech Docs work required to ensure all CHES Replacement external stakeholders are receiving the appropriate information to enable them to make the required changes to their internal systems, processes and governance and successfully adopt the CHES Replacement solution.

### What you will be doing:

- > Manage the External Technical Documentation stream for CHES Replacement Project to ensure timely and quality documentation suitable for the different client segments / audience.
- > Implement strategies to optimise project timelines and resource allocation for efficient delivery.
- > Collaborate with cross-functional teams to streamline the drafting, review, and approval processes
- > Build quality and assurance into the end-to-end processes and ensure alignment to the ASX EPMO frameworks
- > Drive continuous improvement leveraging feedback and data insights to enhance customer satisfaction.



- > Ensure timely publishing and distribution of documentation, maintaining clear communication with stakeholders.
- > Oversee the document management solution / platform selection, design, implementation and management (this will be done by another Tech Solution Person)
- > Build the appropriate workflow and reporting leveraging the document management solution.

### What you will bring:

- > 5-10 years in stream and project management qualifications and experience on large system integration projects in financial services / regulated industry.
- > Experience in planning, setting up and running a management system with strong focus on data-drive reporting.
- > Experience with quality, internal audit and assurance activities
- > Strong communication skills, problem solving, structured thinking and data / analytics
- > Experience with the following tools: Confluence, JIRA, MS Office

### Nice to have:

- > Business and technical analysis experience
- > Business and/or IT degrees and qualifications
- > Experience using data, analytics and visualisation tools eg. Power BI, Tableau and management tools ie. PPM (ServiceNow).

We make hiring decisions based on your skills, capabilities and experience, and how you'll help us to live our values. We encourage you to apply even if you don't meet all the criteria of this role. If you need any adjustments during the application or interview process to help you present your best self, please let us know.

At ASX Group, our diverse workforce is essential to build and maintain a fair and dynamic marketplace. We support flexible working and offer hybrid working options. Even if our roles are advertised as full-time, we encourage you to apply if you are interested in part-time or other flexible working arrangements.

We will arrange for successful candidates to have background checks, including reference and police checks completed as part of the on-boarding process.

***Recruitment Agencies: ASX does not accept any unsolicited agency resumes and will not be responsible for any fees related to unsolicited resumes.***