

Information Pack

Position Title:	Director Logistics Material Maintenance
Job Reference Number:	VCDF/05904/11
Position APS Level:	Executive Level 2
Position Location:	Melbourne CBD, VIC
Salary:	\$101,519 - \$122,666 pa (plus super)
Position/s:	1
Employment Status:	Ongoing
Security Level:	Baseline Vetting
Group:	Vice Chief of the Defence Force
Division:	Joint Logistics Command
Branch:	Defence Logistics Services
Contact Officer:	David McGahey (03)9282 7039 david.mcgahey1@defence.gov.au
Closing Date:	11:30pm (AEDT), Thursday 26 January 2012 No extensions will be granted and late applications will not be accepted.

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About This Information Pack

This information pack provides material regarding the role you are applying for and advice to help with your application.

Position Description

The Defence Logistics Transformation Program (DLTP) seeks to rationalise, modernise and build new infrastructure, introduce new leading practice technology into Defence warehousing, revise policies and processes, and move to a true performance based contract for the successful service delivery contractor. This is a large, complex project that will be delivered into Defence's logistics environment over the next 4-5 years, concurrent with the ongoing delivery of mission critical services to ADF operations that cannot afford to fail.

This is a demanding role requiring a high degree of innovation, flexibility and responsiveness in developing, sustaining and improving organisational capability to deliver business outcomes. The successful candidate will impress as a leader and a manager, who is business focused and results orientated, and who has a strong suite of professional skills together with an aptitude for innovation.

Note: Interviews may not be required.

If you require further information please call the contact officer on the front of this Information Pack.

Work Environment Description

The following tasks have been identified in relation to this vacancy:

Tasks involving	Yes / Minimal likelihood / Not known	Comments / Supportive Technology Available eg Personal protective equipment (PPE), lifting devices
Administrative		
1. Computer Use	Yes	
2. Generic screen based	Minimal likelihood	
3. Graphical/Analytical based	Minimal likelihood	
4. Sitting at desk	Yes	
Manual Handling		
5. Lifting 0-15kg	Minimal likelihood	



6. Lifting 15 kg +	Minimal likelihood	
7. Climbing	Minimal likelihood	
8. Bending	Minimal likelihood	
9. Squatting	Minimal likelihood	
10. Reaching	Minimal likelihood	
11. Push/pull	Minimal likelihood	
12. Sequential Repetitive Actions in short period of time	Minimal likelihood	
13. Manual dexterity/manipulation	Minimal likelihood	
Work Environment		
14. Work with others towards shared goals in a team environment	Yes	
15. Works in isolation from other staff (remote supervision)	Minimal likelihood	
16. Distance walking (ie: Large building or inter-building transit)	Minimal likelihood	
Tasks Involving		
17. Exposure to chemicals	Minimal likelihood	
18. Requirement to wear personal protective equipment (PPE)	Minimal likelihood	
19. Requirement for full Colour vision	Minimal likelihood	
20. Work with energetics and explosives	None	
21. Exposure to Petrol, Oil, Lubricant Products that may cause dermatological conditions	Minimal likelihood	
22. Exposure to high / low temperatures	Minimal likelihood	
23. Confined spaces	Minimal likelihood	
24. Exposure to Non-ionising radiation	Minimal likelihood	
25. Excessive Noise	Minimal likelihood	
26. Low Lighting	Minimal likelihood	
27. Dangerous Goods/ Equipment	Minimal likelihood	
28. Exposure to airborne odours	Minimal likelihood	
Travel		
29. Frequent travel - Vehicle	Yes	
30. Frequent travel - Aeroplane	Yes	
31. Frequent travel - Seaborne	Minimal likelihood	
Cyclic Workload		
32. Peaks & Troughs	Yes	
33. Frequent Overtime	Minimal likelihood	
34. Rostered Shift Work	None	





Duty Statement

Under broad direction, and in accordance with established priorities, principles, methodology and work practices, undertake a range of duties relating to the Defence Logistics Services Project. Duties include, but are not limited to:

1. Lead and manage a team of Defence personnel, consultants and contractors to meet agreed project milestones within the authorised budget
2. Direct, develop and implement policy, processes and systems and materiel logistics plans to support the Project
3. Manage prepare and coordinate the planning of materiel maintenance and on-going support activities for the Project
4. Manage materiel maintenance operations including inventory optimisation, transition planning, reprovisioning activities, preparedness, compliance and assurance activities and technical data management
5. Chair and lead Integrated Project Teams as required to meet agreed Project milestones
6. Manage staff, including staff performance and development as appropriate
7. Liaise, establish and maintain productive relationships with internal and external materiel maintenance stakeholders
8. Represent the Branch at internal and external meetings related to the Project



Selection Criteria

Selection criteria are based on the capabilities and performance behaviours of the Australian Public Service [Integrated Leadership System](#) and [Defence Leadership Framework](#). Applicants, when preparing their application, are encouraged to review both references as they provide guidance and capability descriptions for all APS classification levels.

Applicants should address each of the selection criteria and provide examples which demonstrate their ability to perform the duties of the position. You should be mindful that all information contained in your application **must be** 'UNCLASSIFIED'.

When you include an example, you should explain;

- Your personal role in the task
 - The methods you used
 - Any barriers you were able to overcome and
 - The outcome.
-
-
-

PLEASE NOTE: Each selection criteria response has a word limit of 400.

Selection Criteria 1

Demonstrates and shapes strategic thinking:

- Inspires a sense of purpose and direction
- Focuses strategically
- Harnesses information and opportunities
- Shows judgement, intelligence and commonsense in identifying critical factors and resolving complex problems
- Builds organisational capability and responsiveness
- Steers and implements change and deals with uncertainty. actively ensures stakeholders are kept informed during times of change

Selection Criteria 2

Achieve results:

- Builds organisational capability and responsiveness
- Marshals professional expertise
- Steers and implements change and deals with uncertainty
- Ensures closure and delivers on intended results

Selection Criteria 3

Cultivates productive working relationships:

- Nurtures internal and external relationships at all levels
- Facilitates cooperation and partnerships.
- Values individual differences and diversity
- Guides, mentors and develops people
- Promotes and adopts a positive and balanced approach to work

Selection Criteria 4

Communicates with influence:

- Communicates clearly
- Listens, understand and adapts to audience
- Negotiates persuasively

Selection Criteria 5

Technical Skills and Knowledge



Employment Agreement

Terms of the Engagement

The successful applicant for the position noted in this Information Pack will be engaged under the *Public Service Act 1999*.

Remuneration Package

In accordance with Defence Enterprise Collective Agreement 2009 ([DECA](#)) the successful candidate will receive an attractive remuneration package with a salary within the range noted on the front page of this Information Pack and superannuation paid in accordance with legislative requirements.

Note: The Department is currently undergoing Defence Enterprise Collective Agreement negotiations and therefore the advertised salaries may increase prior to the position being filled.

Defence Values

The Department of Defence has a framework of values that work alongside the APS Values and the values of the single Services to reflect the traditions and identities of the Australian Defence Force (ADF) and the Australian Public Service (APS). The values underpin the Defence corporate culture, contribute to achieving organisational goals and the basis of the behaviours expected of our people and leaders; both APS and ADF.

The Defence Values:

- | | |
|------------------------|--|
| Professionalism | Striving for excellence in everything we do. |
| Loyalty | Being committed to each other, our leaders and the organisation. |
| Integrity | Doing what is right. |
| Courage | The strength of character to do what is right – extending to both courage of convictions (moral courage) and courage in harm's way (physical courage). |
| Innovation | Actively looking for better ways of doing business. |
| Teamwork | Working together with respect, trust and a sense of collective purpose. |
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Application Instructions

If you need access to a computer to complete your application, [internet café locations](#) can be found on our APS Careers @ Defence website.

We recommend you start your application on eRecruitment as soon as possible. It is best to complete your Selection Criteria in Microsoft Word then copy, paste and save each criterion into the system.

For more information please refer to the [eRecruitment Applicant User Guide](#).

All applications must be submitted through the online application system prior to the closing date.

NOTE: Do not withdraw your application for editing. **Once you have withdrawn your application, you will NOT be able to re-submit it or submit another application for this vacancy.**

Further advice on addressing selection criteria can be found the [‘Cracking the Code’](#) publication located on the Australian Public Service Commission website.

You do not need to include written referee reports with your application. However, you should include the names and contact details of two referees who can comment on your work performance. We expect that one of your referees will be your current supervisor or manager. If you don't want us to contact your referees without advising you first, indicate this in your application.

Vacancies will be extended **in exceptional circumstances only**. Applicants requesting an extension **must** contact the Contact Officer **24 hours prior** to the vacancy closing date.

PLEASE NOTE: **APS Careers @ Defence** is for job seekers only. We do not accept unsolicited resumes or applications from recruitment agencies and/or search firms and will not pay fees to any such organisations unless arranged with the provider prior to advertising the vacancy.

Withdrawing an Application

If you have submitted an application and no longer wish to be considered for the position, you must withdraw your application in eRecruitment.

If you withdraw your application **after the closing date**, please **inform the Contact Officer** through the phone number and/or email address on the front page of this Information Pack.



PLEASE NOTE: Once you withdraw your application you will NOT be able to re-submit it or submit another application for this vacancy.

For more information on withdrawing your application via the APS Careers @ Defence e-Recruitment system, please refer to our [eRecruitment Applicant User Guide](#).

The Selection Process

Defence APS recruitment processes are based on merit which means that we select the best person for the job from a field of applicants. We compare and weigh-up the skills, experience and abilities of each applicant and often use different tools and techniques (such as written applications, interviews and/or work sample tests) to collect the evidence needed to make a merit-based decision.

Merit List

A merit list may be created from the list of suitable applicants which may be used to fill similar position/s in the event a position/s becomes vacant within the 12 months from gazettal date of this position.

Equity and Diversity

The range and nature of work in Defence requires a workforce that reflects our diverse society. We welcome applications from Indigenous Australians, people from diverse cultural and linguistic backgrounds and people with disabilities. We are committed to providing an environment that values diversity and supports employees to reach their full potential.

Defence will consider all requests for reasonable adjustment for people with disabilities to assist in the application process and if successful, the inherent requirements of the position. If you have individual requirements that need to be accommodated in order to participate in an interview or assessment centre please inform the contact person listed on the front of this Information Pack.

For confidential advice contact: equityadvice@defence.gov.au.

Eligibility

Employment with the Department of Defence is subject to conditions prescribed within the Public Service Act 1999.

Citizenship – To be eligible for employment with Defence, applicants must be an Australian citizen. Only in exceptional circumstances can this requirement be waived.

Health Assessment – The preferred applicant will be required to undergo a medical examination conducted by the Department's preferred medical provider.

Security Clearance – The preferred applicant will be required to successfully undergo the security clearance vetting process at a specified clearance level. The preferred applicant **MUST** be willing to disclose all relevant and required information.

The preferred applicant **MUST** have lived in Australia, or have a checkable background, for at least the preceding:

- **Five** years for BASELINE clearances, or
- **Ten** years for NEGATIVE VETTING 1 / NEGATIVE VETTING 2 or TOP SECRET POSITIVE VETTING clearances.

Please note: the clearance level required for this position can be found on the front page of this Information Pack.

More information on the security clearance vetting process is available on the [Australian Government Security Vetting Agency \(AGSVA\) website](#).

Thank you for your interest

Department of Defence





Information Pack

Position Title:	Director of Transitions
Job Reference Number:	VCDF/00461/13
Position APS Level:	Executive Level 2
Position Location:	Melbourne CBD, VIC
Salary:	\$108,838 - \$130,639 (plus super)
Position/s:	1
Employment Status:	Non-Ongoing
Security Level:	Negative Vetting 1
Group:	Vice Chief of the Defence Force
Division:	Joint Logistics Command
Branch:	Defence Logistics Transformation Program
Contact Officer:	Jessica Lloyd (03) 9282 7166 jessica.lloyd@defence.gov.au
Closing Date:	11:30pm (AEDT), 28 March 2013 No extensions will be granted and late applications will not be accepted.

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About This Information Pack

This information pack provides material regarding the role you are applying for and advice to help with your application.

Position Description

The Director of Transition, Defence Logistics Transformation Program (DLTP), is responsible for the planning, preparation and execution of the transition in/out of new and incumbent service providers for Land Materiel Maintenance and Warehouse and Distribution as well as the migration to the new Joint Logistics Command (JLC) facilities as they become available for use. Under the DLTP Program Management Plan, the Director of Transition leads the Transition Project; which includes the design, planning and execution of the Transition process and the coordination of all supporting work streams; including Warehousing and Distribution, Land Materiel Maintenance, Policy and Process and Workforce. In delivering these outcomes, the Director of Transition will oversee and co-ordinate all related DLTP and external work streams, report against the program milestones related to Transition and supervise the network of DLTP Liaison Officers at the JLC Business Units.

This is a non-ongoing vacancy for 22 months.

If you require further information please call the contact officer on the front of this Information Pack.

Relocation Assistance

The successful applicant for this position will not be eligible for relocation assistance from the Department of Defence. The successful applicant, if required, would need to arrange for their own relocation.





Work Environment Description

The following tasks have been identified in relation to this vacancy:

Tasks involving	Yes / Minimal likelihood / Not known	Comments / Supportive Technology Available eg Personal protective equipment (PPE), lifting devices
Administrative		
1. Computer Use	Yes	
2. Generic screen based	Yes	
3. Graphical/Analytical based	Yes	
4. Sitting at desk	Yes	
5. Standing for long periods	Minimal likelihood	
Manual Handling		
6. Lifting 0-15kg	Minimal likelihood	
7. Lifting 15 kg +	Minimal likelihood	
8. Climbing	Minimal likelihood	
9. Bending	Minimal likelihood	
10. Squatting	Minimal likelihood	
11. Reaching	Minimal likelihood	
12. Push/pull	Minimal likelihood	
13. Sequential Repetitive Movements in short period of time	Minimal likelihood	
14. Manual dexterity/manipulation	Minimal likelihood	
Work Environment		
15. Work with others towards shared goals in a team environment	Yes	
16. Works in isolation from other staff (remote supervision)	Yes	
17. Distance walking (ie: Large building or inter-building transit)	Yes	
18. Works outdoors	Minimal likelihood	
19. Works in a call centre environment	None	
20. Works in a customer service environment	None	
Tasks Involving		
21. Exposure to chemicals	None	
22. Exposure to biological hazards	None	
23. Working at heights	None	
24. Requirement to wear personal protective equipment (PPE)	None	

25. Requirement for full Colour vision	None	
26. Work with energetics and explosives	None	
27. Exposure to Petrol, Oil, Lubricant Products that may cause dermatological conditions	None	
28. Exposure to extreme temperatures	None	
29. Confined spaces	None	
30. Exposure to Non-ionising radiation	None	
31. Excessive Noise	None	
32. Low Lighting	Minimal likelihood	
33. Dangerous Goods/ Equipment	None	
34. Exposure to airborne odours	Minimal likelihood	
Travel		
35. Frequent travel - Vehicle	Yes	
36. Frequent travel - Aeroplane	Yes	
37. Frequent travel - Seaborne	Minimal likelihood	
Cyclic Workload		
38. Peaks & Troughs	Yes	
39. Frequent Overtime	Yes	
40. Rostered Shift Work	None	

Duty Statement

Under broad direction, and in accordance with established priorities, principles, methodology and work practices, undertake a range of duties relating to the Defence Logistics Services Project. Duties include, but are not limited to:

1. Lead and manage a team of Defence personnel, consultants and contractors to meet agreed project milestones within the authorised budget.
2. Manage business process and procedural reform and implement change in line with corporate objectives.
3. Develop and implement strategic plans for technical intelligence research and analysis.
4. Analyse, research, develop, acquire, adapt and apply operations research techniques, both qualitative and quantitative, to support the innovations of complex projects to meet agreed project milestones.



5. Chair and lead Integrated Project Teams as required to meet agreed Project milestones.
6. Manage staff, including staff performance and development as appropriate.
7. Liaise, establish and maintain productive relationships with internal and external materiel maintenance stakeholders.
8. Represent the Branch at internal and external meetings related to the Project.
9. Carry out duties in accordance with the Defence Values, APS Code of Conduct and the principles of Workplace Diversity and Workplace Health & Safety.



Selection Criteria

Selection criteria are based on the capabilities and performance behaviours of the Australian Public Service [Integrated Leadership System](#) and [Defence APS Core Capability Framework](#). Applicants, when preparing their application, are encouraged to review both references as they provide guidance and capability descriptions for all APS classification levels.

Applicants should address each of the selection criteria and provide examples which demonstrate their ability to perform the duties of the position. You should be mindful that all information contained in your application **must be** 'UNCLASSIFIED'.

When you include an example, you should explain;

- Your personal role in the task
- The methods you used
- Any barriers you were able to overcome and
- The outcome.

PLEASE NOTE: Each selection criteria response has a word limit of 400.

1. Shapes Strategic Thinking:
 - Inspires a sense of purpose and direction.
 - Harnesses information and opportunities.
 - Shows judgment, intelligence and commonsense in identifying critical factors and resolving complex problems.
 - Focuses strategically.
2. Achieves Results:
 - Builds organisational capability and responsiveness.
 - Steers and implements change and deals with uncertainty.
 - Marshals professional expertise.
 - Ensures closure and delivers on intended results.



3. Cultivates Productive Working Relationships:
 - Nurtures internal and external relationships.
 - Facilitates cooperation and partnerships.
 - Values individual differences and diversity.
 - Guides, mentors and develops people.
 - Promotes and adopts a positive and balanced approach to work.

4. Exemplifies Personal Drive & Integrity:
 - Demonstrates professionalism and probity.
 - Engages with risk and shows personal courage.
 - Commits to action.
 - Displays resilience.
 - Demonstrates self-awareness and a commitment to personal development.

5. Communicates with Influence:
 - Communicates clearly and concisely.
 - Listens, understands and adapts to audience.
 - Negotiates persuasively.



Employment Agreement

Terms of the Non-ongoing Employment Opportunity

The successful applicant for the position noted in this Information Pack will be covered by the employment conditions under the *Public Service Act 1999* for the duration of the non-ongoing employment.

Remuneration Package

In accordance with Defence Enterprise Collective Agreement ([DECA](#)) 2012 - 2014 the successful candidate can expect to receive an attractive remuneration package with a salary within the range noted on the front page of this Information Pack and superannuation paid in accordance with legislative requirements.



Defence Values

The Department of Defence has a framework of values that work alongside the APS Values and the values of the single Services to reflect the traditions and identities of the Australian Defence Force (ADF) and the Australian Public Service (APS). The values underpin the Defence corporate culture, contribute to achieving organisational goals and the basis of the behaviours expected of our people and leaders; both APS and ADF.

The Defence Values:

Professionalism	Striving for excellence in everything we do.
Loyalty	Being committed to each other, our leaders and the organisation.
Integrity	Doing what is right.
Courage	The strength of character to do what is right – extending to both courage of convictions (moral courage) and courage in harm's way (physical courage).
Innovation	Actively looking for better ways of doing business.
Teamwork	Working together with respect, trust and a sense of collective purpose.

Application Instructions

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We recommend you start your application on eRecruitment as soon as possible. It is best to complete your Selection Criteria in Microsoft Word then copy, paste and save each criterion into the system.

For more information please refer to the [eRecruitment Applicant User Guide](#).

All applications must be submitted through the online application system prior to the closing date.

NOTE: Do not withdraw your application for editing. **Once you have withdrawn your application, you will NOT be able to re-submit it or submit another application for this vacancy.**

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You do not need to include written referee reports with your application. However, you should include the names and contact details of two referees who can comment on your work performance. We expect that one of your referees will be your current supervisor or manager. If you don't want us to contact your referees without advising you first, indicate this in your application.

Vacancies will be extended **in exceptional circumstances only**. Applicants requesting an extension **must** contact the Contact Officer **24 hours prior** to the vacancy closing date.

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Withdrawing an Application

If you have submitted an application and no longer wish to be considered for the position, you must withdraw your application in eRecruitment.

If you withdraw your application **after the closing date**, please **inform the Contact Officer** through the phone number and/or email address on the front page of this Information Pack.

PLEASE NOTE: Once you withdraw your application you will NOT be able to re-submit it or submit another application for this vacancy.

For more information on withdrawing your application via the APS Careers @ Defence e-Recruitment system, please refer to our [eRecruitment Applicant User Guide](#).

The Selection Process

Defence APS recruitment processes are based on merit which means that we select the best person for the job from a field of applicants. We compare and weigh-up the skills, experience and abilities of each applicant and often use different tools and techniques (such as written applications, interviews and/or work sample tests) to collect the evidence needed to make a merit-based decision.

Merit List

A merit list may be created from the list of suitable applicants which may be used to fill similar position/s in the event a position/s becomes vacant within the 12 months from gazettal date of this position.

Equity and Diversity

The range and nature of work in Defence requires a workforce that reflects our diverse society. We welcome applications from Indigenous Australians, people from diverse cultural and linguistic backgrounds and people with disabilities.

We are committed to providing an environment that values diversity and supports employees to reach their full potential.

Defence will consider all requests for reasonable adjustment for people with disabilities to assist in the application process and if successful, the inherent requirements of the position. If you have individual requirements that need to be accommodated in order to participate in an interview or assessment centre please inform the contact person listed on the front of this Information Pack.

For confidential advice contact: equityadvice@defence.gov.au.

Eligibility

Employment with the Department of Defence is subject to conditions prescribed within the Public Service Act 1999.

Citizenship – To be eligible for employment with Defence, applicants must be an Australian citizen. Only in exceptional circumstances can this requirement be waived.

Health Assessment – The preferred applicant will be required to undergo a medical examination conducted by the Department's preferred medical provider.

Security Clearance – The preferred applicant will be required to successfully undergo the security clearance vetting process at a specified clearance level. The preferred applicant **MUST** be willing to disclose all relevant and required information.

The preferred applicant **MUST** have lived in Australia, or have a checkable background, for at least the preceding:

- **Five** years for BASELINE clearances, or
- **Ten** years for NEGATIVE VETTING 1 / NEGATIVE VETTING 2 or TOP SECRET POSITIVE VETTING clearances.

Please note: the clearance level required for this position can be found on the front page of this Information Pack.

More information on the security clearance vetting process is available on the [Australian Government Security Vetting Agency \(AGSVA\) website](#).

Thank you for your interest

Department of Defence

Information Pack

Position Title:	Commercial Director
Job Reference Number:	VCDF/03709/11
Position APS Level:	Executive Level 2
Position Location:	Melbourne CBD, VIC
Salary:	\$101,519 - \$122,666 (plus super)
Position/s:	1
Employment Status:	Ongoing
Security Level:	Negative Vetting 1
Group:	Vice Chief of the Defence Force
Division:	Joint Logistics Command
Branch:	Defence Logistics Services
Defence Directorate:	Directorate Logistics Services
Contact Officer:	David McGahey (03) 9282 7039 david.mcgahey1@defence.gov.au
Closing Date:	5:00pm (AEST), Thursday 29 September 2011 No extensions will be granted and no late applications will be accepted.

One APS Career...Thousands of Opportunities



About This Information Pack

This information pack provides useful material regarding the role that you are applying for and further advice to guide you with your application.

Should you require further information please call the Contact Officer aligned to this position.



Position Description

EL 2 Commercial Manager
Victoria Barracks, Melbourne

- Largest Logistics Project in Australia
- Opportunity to lead a team of specialists
- Transformational business environment

The Defence Logistics Transformation Project will deliver the 2030 vision for Defence Logistics of a robust, flexible and responsive logistics system capable of providing future support to operations in the global context. Key pillars of this vision are new purpose built wholesale storage facilities, commercial best practice processes and technologies and increased capacity of the land material maintenance.

As the Commercial Manager, you will be a key leader in the realization of the 2030 Defence Logistics vision. Your success in this role will be based on the combination of your strong business acumen, track record of achieving results through performance based contracting and ability to provide leadership to a team of specialists. In return you will be supported by an organisation committed to professional growth and building an innovative future.

Qualifications in business management, contracts or a similar field will be highly regarded as will a strong understanding of the federal government financial and procurement frameworks.

For more information on this exciting opportunity visit the Defence careers website at www.defence.gov.au

Further enquiries about the position can be made to the Contact Officer.





Work Environment Description

The following tasks have been identified in relation to this vacancy:

Tasks involving	Yes / Minimal likelihood / Not known	Comments / Supportive Technology Available eg Personal protective equipment (PPE), lifting devices
Administrative		
1. Computer Use	Yes	
2. Generic screen based	Yes	
3. Graphical/Analytical based	Yes	
4. Sitting at desk	Yes	
Manual Handling		
5. Lifting 0-15kg	Minimal likelihood	
6. Lifting 15 kg +	Not known	
7. Climbing	Not known	
8. Bending	Minimal likelihood	
9. Squatting	Minimal likelihood	
10. Reaching	Minimal likelihood	
11. Push/pull	Minimal likelihood	
12. Sequential Repetitive Actions in short period of time	Minimal likelihood	
13. Manual dexterity/manipulation	Minimal likelihood	
Work Environment		
14. Work with others towards shared goals in a team environment	Yes	
15. Works in isolation from other staff (remote supervision)	Minimal likelihood	
16. Distance walking (ie: Large building or inter-building transit)	Minimal likelihood	
Tasks Involving		
17. Exposure to chemicals	Minimal likelihood	
18. Requirement to wear personal protective equipment (PPE)	Minimal likelihood	
19. Requirement for full Colour vision	Minimal likelihood	
20. Work with energetics and explosives	Minimal likelihood	
21. Exposure to Petrol, Oil, Lubricant Products that may cause dermatological conditions	Minimal likelihood	

22. Exposure to high / low temperatures	Minimal likelihood	
23. Confined spaces	Minimal likelihood	
24. Exposure to Non-ionising radiation	Minimal likelihood	
25. Excessive Noise	Minimal likelihood	
26. Low Lighting	Minimal likelihood	
27. Dangerous Goods/ Equipment	Minimal likelihood	
28. Exposure to airborne odours	Minimal likelihood	
Travel		
29. Frequent travel - Vehicle	Yes	
30. Frequent travel - Aeroplane	Yes	
31. Frequent travel - Seaborne	Minimal likelihood	
Cyclic Workload		
32. Peaks & Troughs	Minimal likelihood	
33. Frequent Overtime	Minimal likelihood	
34. Rostered Shift Work	Minimal likelihood	



Duty Statement

- Under broad direction, and in accordance with established priorities, principles, methodology and work practices, undertake a range of duties relating to the Defence Logistics Transformation Project (DLTP) arrangements. Subject to consistency with the classification level and work stream, duties include but are not limited to the following:
 - Overall commercial management of the DLTP including preparatory analysis, tender development and release, vendor selection, negotiation, transition, implementation, delivery and the pursuit of 'leading practice' performance.
 - Provide Resource Management, Financial and Contracting leadership, direction and guidance to specialist managers and other staff within the DLTP in the execution of their duties.
 - Prepare necessary documentation for the associated activities including program start up and undertake the evaluation and selection of technical consultants/ contractors and/or suppliers.
 - Lead and manage a team of Defence personnel, consultants and contractors to meet agreed project milestones within the authorised budget.
 - Align current storage, distribution and land material maintenance functional and contractual dependencies with proposed new performance based logistic services contract(s).

- Chair and lead Program Commercial and Legal Stakeholder Working Groups (CLWG) and the Tender Evaluation Working Group (TEWG) - Commercial as well as deputising for the Program Director.
- Promote and demonstrate Defence and APS Values and Codes of Conduct.



Selection Criteria

1. Demonstrated record of success with major and complex commercial projects including tender development, contract negotiations and implementation management.
2. Strong project management skills with a demonstrated record of achieving milestones in a complex change environment.
3. Demonstrated experience of driving business performance by implementing performance based service contracting frameworks.
4. Demonstrated ability to achieve outcomes through strong leadership of a diverse range of subject matter specialists.
5. Sound knowledge of government financial and procurement frameworks.



Employment Agreement

Terms of the Engagement

The successful applicant for the position noted in this Information Pack will be engaged under the *Public Service Act 1999*.

Remuneration Package

In accordance with Defence Enterprise Collective Agreement 2009 ([DECA](#)) the successful candidate can expect to receive an attractive remuneration package with a salary within the range noted on the front page of this Information Pack and superannuation paid in accordance with legislative requirements.

The Department is currently undergoing Defence Enterprise Collective Agreement negotiations and therefore the advertised salaries may increase prior to the position being filled.





Defence Values

Defence has a framework of values that reflects the long traditions and distinctive identities of the three Services and the APS. They underpin our corporate culture and contribute to achieving organisational goals.

The Defence Values – Professionalism, Loyalty, Integrity, Courage, Innovation and Teamwork (PLICIT) – have been formulated as a unifying factor across all facets of Defence. The Defence Values work alongside the APS Values and the values of each of the single Services.

They form the basis of the behaviours expected of all our people and leaders (both APS and ADF) in Defence.

Professionalism Striving for excellence in everything we do.

Loyalty Being committed to each other, our leaders and the organisation.

Integrity Doing what is right.

Courage The strength of character to do what is right – extending to both courage of convictions (moral courage) and courage in harm's way (physical courage).

Innovation Actively looking for better ways of doing business.

Teamwork Working together with respect, trust and a sense of collective purpose.



Application Instructions

We recommend you start your application on e-Recruitment as soon as possible. It is best to complete your application in Microsoft Word then copy, paste and save each selection criteria into the system.

For more information please refer to our [e-Recruitment Applicant User Guide](#).



The Selection Process

The recruit staff based on merit, which means that from a field of applicants, we need to select the best person for the job. To do this we compare and weigh-up the skills, experience and abilities of each applicant. We use different tools and techniques,

such as written applications, interviews and/or work sample tests, to collect the evidence we need to make a merit-based decision.

If you need special consideration to enable you to participate in this process, please advise us in your application, or if you prefer you can discuss your requirements by emailing or phoning the Contact Officer.

For additional information on preparing your application and addressing selection criteria refer to the '[Cracking the Code](#)' publication located on the Australian Public Service Commission website.

The range and nature of work in Defence requires a workforce that reflects our diverse society. We welcome applications from Indigenous Australians, people from diverse cultural and linguistic backgrounds and people with disability. We are committed to providing an environment that values diversity and supports all staff to reach their full potential.

Defence will consider all requests for reasonable adjustment for people with disabilities to assist in the application process and if successful, the inherent requirements of the position. If you have individual requirements that need to be accommodated in order to participate in an interview or assessment centre please inform the contact person listed above.

For confidential advice contact: equityadvice@defence.gov.au.

Merit List

A Merit List may be created from the list of suitable applicants which may be used to fill similar position/s in the event a position/s becomes vacant within the 12 months from gazettal date of this position.

To Submit Your Application

Defence Current APS vacancies are detailed on our APS Careers @ Defence Website – <http://www.defence.gov.au/apscareers/>.

All Defence job applications are to be submitted through the online application system, prior to the closing date. We recommend you start your application on e-Recruitment as soon as possible. We further recommend completing your application in Microsoft Word then copy, paste and saving each selection criteria into the system. For ease of reference [internet café locations](#) can be found on our APS Careers @ Defence website.

For more information please refer to our [e-Recruitment Applicant User Guide](#).

You should restrict your responses to the length specified on the online application form, and wherever possible include specific relevant examples of your work.

When you include examples, you should explain:

- your personal role in the task;
- the methods you used;
- any barriers you were able to overcome; and
- the outcome.

You don't need to provide written referee reports with your application. However, you should include the names and contact details of two referees who can comment on your work performance. We expect that one of your referees will be your current supervisor or manager. If you don't want us to contact your referees without advising you first, indicate this in your application.

Only in exceptional circumstances is a vacancy able to be extended. Applicants who require an extension **must** contact the Contact Officer **24 hours prior** to the vacancy closing date.

PLEASE NOTE: **APS Careers @ Defence** is for job seekers only. We do not accept unsolicited resumes or applications from recruitment agencies and/or search firms and will not pay fees to any such organisations unless arranged with the provider prior to advertising the vacancy.

Withdrawing an Application

If you have submitted an application, but no longer wish to be considered for the position, you need to withdraw your application within e-Recruitment.

PLEASE NOTE: Once you withdraw your application you will be unable to re-submit it or submit another application for this vacancy.

For more information on withdrawing your application via the APS Careers @ Defence e-Recruitment system, please refer to our [e-Recruitment Applicant User Guide](#).

If you withdraw your application **after the closing date**, please **inform the Contact Officer** through the phone number and/or email address on the front page of this Information Pack.

Eligibility

Employment with the Department of Defence is subject to conditions prescribed within the Public Service Act 1999.

Citizenship - To be eligible for employment with Defence, applicants must be an Australian citizen. Only in exceptional circumstances can this requirement be waived.

Health Assessment – The preferred applicant will be required to undergo a medical examination conducted by the Department's preferred medical provider.

Security Clearance - The preferred applicant will be required to successfully undergo the security clearance vetting process at a specified clearance level. The preferred applicant **MUST** be willing to disclose all relevant and required information.

The preferred applicant **MUST** have lived in Australia, or have a checkable background, for at least the preceding:

- **Five** years for BASELINE clearances, or
- **Ten** years for NEGATIVE VETTING 1 / NEGATIVE VETTING 2 or TOP SECRET POSITIVE VETTING clearances.

Please note that the security clearance level required for this position can be found on the front page of this Information Pack.

More information on the security clearance vetting process is available on the [Australian Government Security Vetting Agency \(AGSVA\) website](#).

Thank you for your interest

Department of Defence





Information Pack

Position Title:	Deputy Director (Finance)
Job Reference Number:	VCDF/04158/10
Position APS Level:	Executive Level 1
Position Location	Melbourne, VIC
Salary:	\$ 88,019 - \$99,285 (plus super)
Positions:	Single
Employment Status:	Non-ongoing engagement for this role is for maximum period of 5 years or at the completion of the specified task, The Defence Logistics Project, as outlined in this information pack.
Security Level:	Restricted
Group:	Vice Chief of the Defence Force
Division:	Joint Logistics Command
Branch:	Defence Logistics Services Project
Directorate:	Executive
Contact Officer:	Marcus Smith (03) 9282 3719 Marcus.Smith@defence.gov.au
Closing Date:	5.00pm, (AEDT) Thursday, 4th November 2010

One APS Career...Thousands of Opportunities



About this Information Pack

This information pack provides useful material regarding the role that you are applying for and further advice to guide you with your application.

Should you require further information please call the Contact Officer aligned to this position.



Position Description

Defence Logistics will be transformed over the next five years by the Defence Logistics Services Project (DLSP) through the building of state of the art warehousing facilities, leading edge technology and streamlined processes. These reforms must be implemented concurrent with the ongoing delivery of mission critical services to international military operations.

The Deputy Director (Finance) is a career defining role providing support to this high profile Project over the course of the next five years. It is a demanding role requiring a high degree of innovation, flexibility and responsiveness in developing, sustaining and improving organisational capability to deliver business outcomes. The successful candidate will impress as a leader and a manager, who is business focused and results orientated, and who has a strong suite of professional skills together with an aptitude for innovation.

Further enquiries about the position can be made to the **Contact Officer**.



Duty Statement

Under broad direction, and in accordance with established priorities, principles, methodology and work practices, undertake a range of duties relating to the Defence Logistics Services Project. Duties include, but are not limited to:

1. Manage the project's finances and contracts in a manner consistent with the requirements of the Financial Management and Accountability Act 1997 and the Commonwealth Procurement Guidelines.
2. Prepare necessary documentation for project start-up and project/contract management activities.
3. Prepare and/or provide assurance over Defence monthly and annual financial statements in accordance with Finance Ministers Orders and Australian Accounting Standards.

4. Monitor and report on, financial remediation activities and liaise with auditors reviewing Defence's financial statements.
5. Maintain liaison with internal and external stakeholders to ensure optimal financial management outcomes for the Branch.
6. Represent the team at meetings, conferences and seminars as required.
7. Carry out duties in accordance with the Defence values, APS Code of Conduct and the principles of Workplace Diversity and Occupational Health & Safety.



Selection Criteria

Selection criteria are based on the capabilities and performance behaviours of the Defence Leadership Framework. Applicants, when preparing their application, are encouraged to review the Defence Leadership Framework available on the Defence internet website at <http://www.defence.gov.au/publications/DLFBooklet.pdf>

Applicants should address each of the selection criteria and provide examples which demonstrate their ability to perform the duties of the position.

When you include an example, you should explain;

- Your personal role in the task
- The methods you used
- Any barriers you were able to overcome and
- The outcome.

PLEASE NOTE: Each selection criteria response has a word limit of 400.

1. Knowledge of public sector budgetary and financial management
2. Shapes strategic thinking
3. Achieves results
4. Communicates with influence
5. Cultivates productive working relationships
6. Exemplifies personal drive and integrity
7. Demonstrates understanding and commitment to the APS Values and Code of Conduct



Employment Agreement

Terms of the Engagement

The successful applicant for the position noted in this Information Pack will be engaged under the *Public Service Act 1999*.

Remuneration Package

In accordance with Defence Enterprise Collective Agreement 2009 ([DECA](#)) the successful candidate can expect to receive an attractive remuneration package with a salary within the range noted on the front page of this Information Pack and superannuation paid in accordance with legislative requirements.



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The preferred applicant **MUST** have lived in Australia, or have a checkable background, for at least the preceding:

- **Five** years for Negative Vetting 1 clearances, or
- **Ten** years for Positive Vetting 2 or TOP SECRET clearances.

Please note that the security clearance level required for this position can be found on the front page of this Information Pack.

**Thank you for your interest
Department of Defence**