



Australian Government
Department of Defence

Department of Defence Non-Ongoing Register

Classification: APS Level 1 Non-Ongoing

Salary: \$37,323 to \$41,896

Brief Outline:

Work within this standard typically covers:

- Jobs undertaking a limited number of straightforward tasks, while receiving routine direction.

Selection Criteria

Please address the following selection criteria – limit response to 2 pages

1/ Supports strategic direction:

- Ability to follow direction provided by supervisors.

2/ Achieves results:

- Ability to be flexible and adaptable to a changing work environment.

3/ Supports productive working relationships:

- Demonstrated ability to treat others with respect and courtesy.
- Values individual differences and diversity.

4/ Displays personal drive and integrity

- Demonstrated ability to act professionally at all times within the boundaries of organisational processes and legal and public policy constraints.

5/ Communicates with influence

- Demonstrated ability to determine key points from written and verbal communication and to communicate that information to others in written and verbal format.



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Department of Defence Non-Ongoing Register

Classification: APS Level 2 - Non-Ongoing

Salary: \$42,239 to \$47,484

Brief Outline:

Work within this standard typically covers:

- Jobs undertaking a limited number of straightforward tasks, while receiving routine direction.

Selection Criteria

Please address the following selection criteria – limit response to 2 pages

1/ Supports strategic direction:

- Ability to follow direction provided by supervisors.

2/ Achieves results:

- Ability to be flexible and adaptable to a changing work environment.

3/ Supports productive working relationships:

- Demonstrated ability to treat others with respect and courtesy.
- Values individual differences and diversity.

4/ Displays personal drive and integrity:

- Demonstrated ability to act professionally at all times within the boundaries of organisational processes and legal and public policy constraints.

5/ Communicates with influence:

- Demonstrated ability to determine key points from written and verbal communication and to communicate that information to others in written and verbal format.



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Department of Defence Non-Ongoing Register

Classification: APS Level 3 –Non-ongoing

Salary: \$48,112 to \$52,572

Brief Outline:

Work within this standard typically covers:

- Jobs that undertake a range of tasks while receiving limited direction. Such jobs require the performance of a range of tasks or a limited number of activities and may include the coordination or supervision of employees performing a single activity.

Selection Criteria

Please address the following selection criteria – limit response to 2 pages

1/ Supports strategic direction:

- Demonstrated ability to make judgments and adhere to work plans.
- Demonstrated ability to work within policy guidelines.

2/ Achieves results:

- Demonstrated ability to support a positive working environment.
- Ability to adapt and support the impacts of change by managing shifting priorities.

3/ Supports productive working relationships:

- Demonstrates organisational values and codes of conduct.
- Demonstrated ability to work well in a team environment.

4/ Displays personal drive and integrity:

- Demonstrated capacity to adopt a principled approach and adhere to the APS Values and Code of Conduct.
- Demonstrated ability to act professionally at all times within the boundaries of organisational processes and legal and public policy constraints.

5/ Communicates with influence:

- Demonstrated ability to provide accurate information in a clear, concise manner.
- Demonstrated ability to structure written and oral communication to ensure clarity.



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Department of Defence Non-Ongoing Register

Classification: APS Level 4 –Non-ongoing

Salary: \$53,622 to \$58,864

Brief Outline:

Work within this standard typically involves:

- Jobs that undertake a range of tasks while receiving limited direction; they perform a range of activities and can supervise employees performing a range of activities.

Selection Criteria

Please address the following selection criteria – limit response to 2 pages

1/ Supports strategic direction:

- Demonstrated ability to identify risks and uncertainties of processes and tasks.
- Ability to identify risks and identify opportunities for improvement.

2/ Achieves results:

- Ability to inform supervisors of potential impact of proposed change.
- Demonstrated ability to be flexible and adapt through day to day shifting priorities.

3/ Supports productive working relationships:

- Understand, value and positively respond to different personal styles and ideas.
- Ability to look for common ground and shares this with others.

4/ Displays personal drive and integrity:

- Ability to provide accurate information on behalf of a workgroup or team.
- Demonstrated ability to operate as an effective representative of the work area in internal forums.

5/ Communicates with influence:

- Demonstrated ability to present messages in a clear, concise manner.
- Demonstrated ability to focus on key points and use appropriate language in written and verbal communication.



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Department of Defence Non-Ongoing Register

Classification: APS Level 5–Non-ongoing

Salary: \$59,807 to \$64,062

Brief Outline:

Work within this standard typically involves:

- Jobs that undertake a wide range of tasks while receiving limited direction. They perform a range of activities and can have a principle role as a manager or practitioner. Jobs with a principal role of practitioner can also supervise employees performing a range of activities.

Selection Criteria

Please address the following selection criteria – limit response to 2 pages

1/ Supports strategic direction:

- Demonstrated ability to think and plan ahead, act proactively and anticipate issues and problems and work towards resolving them.

2/ Achieves results:

- Ability to create and maintain a positive working environment.
- Deals with underperformance promptly.

3/ Supports productive working relationships:

- Demonstrated ability to guide and develop others.
- Ability to show productive support in the development of others.

4/ Displays personal drive and integrity:

- Demonstrated ability to take personal responsibility for meeting objectives and progressing work.
- Demonstrated ability to show initiative and do what is required.
- Demonstrated ability to commit energy and drive to see that goals are achieved.

5/ Communicates with influence:

- Ability to communicate clearly and concisely in written and verbal format.
- Demonstrated ability to convey ideas to individuals or groups.



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Classification: APS Level 6–Non-ongoing

Salary: \$65,520 to \$74,846

Brief Outline:

Work within this standard typically involves:

- Performing a wide range of tasks under limited or broad direction, encompassing:
 - The provision of subject matter expertise across a range of activities;
 - The performance of complex or critical activities; or
 - The management of a range of activities.

Selection Criteria

Please address the following selection criteria – limit response to 2-3 pages

1/ Supports strategic direction:

- Demonstrated ability to support and promote the organization’s vision, mission and business objectives.

2/ Achieves results:

- Demonstrated ability to provide development opportunities to individuals and teams to expand their capabilities.

3/ Supports productive working relationships:

- Demonstrated ability to build and sustain positive working relationships with team members, stakeholders and clients.
- Demonstrated ability to work collaboratively as an effective team member.

4/ Displays personal drive and Integrity:

- Demonstrated ability to display and foster high ethical and professional standards in all aspects of work.

5/ Communicates with influence:

- Conveys ideas and concepts successfully to individuals and teams.
- Ability to adapt communication delivery according to the audience.



Australian Government

Department of Defence

Department of Defence Non-Ongoing Register

Classification: Executive Level 1–Non-ongoing

Salary: \$82,809 to \$93,408

Brief Outline:

Work within this standard typically involves:

- The provision of policy/strategy, administrative or professional advice; or
- Preparing or coordinating research papers, submissions on policy/strategy, program issues or administrative matters; or
- Liaising and negotiating with other elements of Defence, government agencies, state and local authorities or business or community organisations; or
- Representing the department at meetings, conferences, seminars, or in proceedings; or
- Activities that are complex or novel; or
- The management of a workforce engaged in varied and/or critical activities.

Selection Criteria

Please address the following selection criteria – limit response to 3 pages

1/ Supports strategic direction:

- Demonstrated ability to understand the organisation's objectives and aligns operational activities accordingly.
- Identifies problems and suggests solutions.

2/ Achieve Results

- Demonstrated ability to establish clear plans and timeframes for project implementation and prepare Briefs/Outlines for specific activities.
- Remain flexible and responsive to changes in requirements.

3/ Supports productive working relationships:

- Ability to recognize the positive benefits that can be gained from diversity and encourages exploration of diverse views.
- Proactively offers assistance and encourages others for their contribution.



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4/ Displays personal drive and integrity:

- Demonstrated ability to respond to pressure in a controlled manner.
- Ability to ensure objectives are kept on track.

5/ Communicates with influence:

- Demonstrated ability to be able to select appropriate medium for conveying information to others at varying levels.
- Demonstrated ability to listen, understand and adapt to audience.



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Department of Defence Non-Ongoing Register

Classification: Executive Level 2–Non-ongoing

Salary: \$95,511 to \$114,450

Brief Outline:

Work within this standard typically involves:

- Heading a program nationally and accepting responsibility for the development and effective application of operational and technical policy/strategy relevant to the program; or
- Developing high-level policy/strategy and ensuring consistency with relevant legislation, regulations and the like, and Government and Departmental objectives; or
- Innovative work that is extremely complex; or
- The management of a directorate, section or large operation. Decisions made at this level may have:
- Significant impact on the day-to-day operation of the immediate work area and other parts of the Department; and/or
- A direct and significant impact on the outcome of a program or major project or on components of a number of programs in a major region. Delegations exercised may involve being the final authority for the approval of expenditure, undertaking specific action in line with departmental policy/strategy or reviewing any previous actions or decisions in the work area. Advice or recommendations provided would be technically authoritative and influence the work of a major function or segment of the Department's operations or have effect beyond the Department.

Selection Criteria

Please address the following selection criteria – limit response to 3 pages

1/ Supports strategic direction:

- Demonstrated ability to harness information and opportunities.
- Ability to break down problems and to identify solutions.

2/ Achieves results:

- Allocates resources in a flexible manner to deliver the best results for the organisation.

3/ Supports productive working relationships:

- Harnesses understanding of differences to anticipate reactions and enhance interactions.
- Demonstrated ability to build and retain relationships with key stakeholders.



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4/ Displays personal drive and integrity:

- Demonstrated ability to respond to pressure in a controlled manner.
- Ability to act on negative feedback to improve own performance.

5/ Communicates with influence:

- Demonstrated ability to transfer information in a clear and concise manner.
- Approaches negotiation with a strong grasp of the key issues having prepared well in advance.