



**Australian Government**  
**Department of Defence**

*One APS Career...Thousands of Opportunities*

# **Information Pack**

**Position Title: GIS Product Development Support Officer**

**Position: APS Level 6 (Professional)**

**Position Location: Wollongong, NSW**

**Salary: \$68,010 - \$77,690**

**Employment Status: Non-ongoing**

**Job Reference Number: Navy/T31372**

**Group: Navy**

**Division: Strategic Command**

**Branch: Hydrography, Meteorology and Oceanography Branch**

**Closing Date: 21 January 2010**

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## About this Information Pack

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This information pack provides useful information on the role that you are applying for and further information to guide you in your application.

Should you require further information please call the contact officer aligned to this position.

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## Press / Gazette / Internet Advertisement Content

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### GIS Product Development and Support Officer

APS Level 6 (Professional)

Wollongong

\$68,010 - \$77,690 (plus 15.4% superannuation)

- Suit solution focused professional
- Opportunities to participate in long term systems capability
- Friendly and flexible working environment

The Australian Hydrographic Service (AHS) has a non-ongoing employment opportunity for a motivated person to work in GIS Product Development and Support. This opportunity is for an initial 12 month period and provides a strong platform for a permanent career working with GIS data systems.

You will be part of a small team responsible for providing technical support to users of hydrographic production systems. Our systems are critical to produce nautical products in accordance with the Australian government's legal obligations to provide safe navigation at sea.

Applicants should have a degree or diploma in Spatial Sciences and/or extensive experience in a similar capacity. It is critical that applicants are familiar with methods for analysis and interpretation of spatial data, with an appreciation of how different spatial data requirements can influence the design of spatial databases to manage digital spatial data.

More information about the AHS, visit our website at [www.hydro.gov.au](http://www.hydro.gov.au).

**Note:** Applicants must quote **Job Reference No T31372**. This employment opportunity is expected to appear in the *APS Employment Gazette* of 7 January 2010.

**More Information:** If you have read the applicant information pack and need more information about this position, please contact Mr Andrew Pike on (02) 4223 6608.

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## Duty Statement

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Under general professional guidance:

1. Undertake the development, specification and implementation of new geospatial data management and production systems, prepare reports and procedural documentation.
2. Provide operational support and problem solutions to users of geospatial data management and production systems.
3. Review geospatial data management and production systems development and maintenance documentation and provide advice.
4. Undertake research into the development of national and international digital geographic exchange standards applicable to hydrography and open geospatial systems technology.
5. Assist with the exchange of digital geospatial data in accordance with AHO, Defence and Commonwealth policy directives.
6. Perform general system administration as required.
7. Adhere to the principles of the APS Values and Code of Conduct.

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## Selection Criteria

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1. A comprehensive understanding of the fundamental requirements of spatial data and its management, particularly with relation to digital data collection, management, manipulation and visualisation.
2. A comprehensive knowledge of Geographic Information Systems, system design concepts and their application to the implementation of spatial databases.
3. Have good communication skills with emphasis on problem solving and developing work instructions and technical presentations.
4. Ability to build and maintain working relationships with a variety of technical and non technical stakeholders.
5. Strong planning and organising skills, including ability to meet deadlines.
6. Ability to train professional and technical staff in the use of Geographic Information Systems.
7. Demonstrated commitment to Defence and APS Values and Code of Conduct.

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## Qualifications / Experience Requirements

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Applicants should possess an associate diploma in a GIS, Geosciences or related discipline from an Australian educational institution, or a comparable overseas qualification, which, in the opinion of the Secretary, is appropriate to the duties of the office; OR relevant experience and training which, in the opinion of the Secretary, enables the officer to competently perform the duties appropriate to the level.

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## Employment Agreement

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### Terms of the Engagement

The successful applicant for the position will be engaged under the *Public Service Act 1999*.

### Remuneration Package

The successful applicant can expect to receive a generous remuneration package with a salary within the range of \$68,010 - \$77,690 and 15.4% superannuation.

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## Application Instructions

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### The Selection Process

We 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.

### Your application should include:

1. **A covering letter** clearly stating the Job Reference Number and the title of the position.
2. **Your statement addressing each selection criteria** outlining examples and achievements that demonstrate your claims. The statement can be in narrative or dot point. Your statement telling us how you meet the selection criteria should be **no longer than one page per criteria**.
3. **A current résumé** including a summary of your work history commencing with your most recent employment, listing the dates of employment, company names and position titles. Include details of your qualifications including dates

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and institution names, as well as the names and telephone numbers of **two referees**.

4. **A completed *Personal Particulars of Applicant* form (form AA312)**. This form is available from the Defence APS Careers website <http://www.defence.gov.au/apscareers/howtoapply/applicationprocess.htm> in the 'How to Apply – Application Process' section.

Further enquiries about the position can be made to Mr Andrew Pike on (02) 4223 6608.

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.

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## To Submit Your Application

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Email your **Microsoft Word format, version 2003 or earlier** application to:

***sc.jobs@defence.gov.au [email is the preferred option: quote the Job Reference Number in the Subject line]***

It is important when emailing your application that you quote the job reference number and your name eg. NAVY/T31057 – John Black in the **subject line** so your application can be passed to the relevant selection panel co-ordinator for further consideration and action. If you do not have email access, applications can be submitted by post to:

***Recruitment Manager  
Civilian Recruitment (NSW)  
Level 22 Defence Plaza  
Locked Bag 18  
DARLINGHURST NSW 1300***

or by fax to: **(02) 9393 3598**

**IMPORTANT:** Your application needs to be received by the recruitment unit **no later than 5pm Thursday 21 January 2010**.

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## Eligibility

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

# APS Careers @ Defence

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**Citizenship** - To be eligible for employment with Defence, applicants must be an Australian citizen.

**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 the specified clearance level as indicated below. 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 CONFIDENTIAL clearances, or
- **Ten** years for SECRET or TOP SECRET clearances.

**Please note that this position requires a Restricted level clearance.**

**Thankyou for your interest  
Department of Defence**