



**Australian Government**  
**Department of Defence**  
Defence Materiel Organisation

**THE CHALLENGES ARE  
ENORMOUS...  
SO ARE THE REWARDS**

**DMO**



**Deputy Director  
Executive Level 1  
Surveillance and Simulation SPO  
Land Manoeuvre Systems Branch**

**DMO/ 31059**

**Location: Victoria Barracks Melbourne, VIC**

<b>Job Reference number:</b>	DMO/31059
<b>Position title:</b>	Deputy Director
<b>APS level:</b>	Executive Level 1
<b>Remuneration:</b>	\$82,809 - \$93,408 + 15.4% Super
<b>Group:</b>	Defence Materiel Organisation
<b>Division:</b>	Land Systems Division
<b>Branch / Directorate:</b>	Land Manoeuvre Systems Branch
<b>Section:</b>	Surveillance and Simulation System Program Office
<b>Location:</b>	Melbourne, Victoria
<b>Employment arrangements:</b>	Full Time
<b>Type of employment opportunity:</b>	Ongoing
<b>Security classification of position:</b>	SECRET
<b>Contact officer:</b>	Caroline Clough (03) 9282 5610
<b>Closing date:</b>	5pm, Thursday 12 <sup>th</sup> November 2009

# Introducing the Defence Materiel Organisation

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The Defence Materiel Organisation's (DMO) purpose is to equip and sustain the ADF and our first priority is to provide equipment for ADF units deploying on operations. We manage over 210 major capital equipment projects and over 150 minor projects, and we also sustain and upgrade over a hundred existing fleets.

The DMO will manage over \$130 billion of acquisition and sustainment business in the next 10 years. On Defence's behalf, we also manage one of the largest holdings of physical assets and inventory in the country valued at more than \$37 billion.

Under the leadership of our Chief Executive Officer Dr Stephen Gumley, our vision is "to be the premier program management, logistics and engineering services organisation in Australia".

The 2009-10 DMO Budget provides resourcing of \$11.8 billion across the three DMO Programs:

- 1.1 Management of Capability Acquisition (\$6.2 billion up from \$4.5 billion)
- 1.2 Management of Capability Sustainment (\$5.4 billion up from \$5.1 billion)
- 1.3 Provision of Policy Advice and Management Services (\$0.1 billion)

The ADF's operational success depends on us providing its capabilities on time, on budget and to the required levels of quality and safety. The DMO employs more than 7,800 people over 40 locations in Australia and overseas.

For more information about the DMO visit [www.defence.gov.au/dmo](http://www.defence.gov.au/dmo).

## The Position

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### Overview

- Great location and facilities
- Outstanding professional and career development

Defence Materiel Organisation (DMO) is Australia's leading project management and engineering services organisation, dealing with diverse multi-million dollar projects of national significance.

Land Systems Division (LSD) is responsible for both the acquisition and through-life-materiel support of land based military equipment. You will be highly motivated and results oriented with a desire to work in an outcome focussed team environment. To be successful in this role you will have strong senior leadership skills and possess an understanding of Logistics, Sustainment and Acquisition activities.

In this role you will have oversight of the planning, coordination and implementation of a full range of project and/or equipment management activities. Your well developed communication and interpersonal skills will enable you to deal with a range of stakeholders including senior management, team members, external customers and clients.

These challenging and rewarding opportunities will be second to none and pave a career path for further advancement.

## Key Position Dimensions

Reports to:	Director, EL2
Number of Staff that Directly Report to Position:	Business Manager, APS 6
Number of Staff in the Work area:	3

## Position Duties

Under limited direction, assist in managing a System Program Office (SPO), including all personnel, financial and other resources. Duties may include but are not limited to assisting in the planning, co-ordination and implementation of a full range of project and/or fleet management activities.

## Selection Criteria

1. A proven ability to work under limited direction to achieve corporate objectives, apply systematic thinking, flexibility, initiative and sound judgment when making recommendations and decisions.
2. Demonstrated ability to translate strategic direction into operational goals, and deliver organisational outcomes within tight deadlines.
3. Highly developed communication skills, both verbally and in writing, including the ability to negotiate persuasively, and explain complex matters through the preparation and presentation of briefs and reports.
4. Ability to develop and sustain productive working relationships with internal and external stakeholders. Facilitate co-operative partnerships, and guide, motivate and develop staff to achieve outcomes.
5. Relevant work experience in an acquisition and/or sustainment environment. A tertiary degree or equivalent qualification in any one of the following related fields – management / business / commercial / logistics / project management would be desirable.

## Professionalisation

The DMO is seeking to recruit individuals with a commitment to ongoing professional development and our employees are encouraged to achieve and maintain professional status in a professional field.

The DMO's Professionalisation Initiative is a central strategy in DMO's *commitment* to meet the challenges of the future. This initiative for professionalisation and up skilling processes will be implemented to cover the entire DMO workforce. Prescribed eligibility requirements apply. The DMO is interested in candidates who can demonstrate an ongoing commitment to their own, and their staff's, professional development through achievement of chartered status or an equivalent form of professional recognition.

A key objective is to develop chartering/certifying processes and programs that enable our workforce to register competence through assessment against the highest standards available. They include formal professional certification programs that are awarded by a professional body or society, as currently applies to lawyers, engineers and technical officers, and accountants in DMO.

# Employment Agreement

## Terms of the Engagement

The successful candidate for the *Deputy Director* position will be engaged as an ongoing employee under the *Public Service Act 1999*.

## Remuneration Package

In accordance with ([DeCA](#)) the successful candidate can expect to receive an attractive remuneration package with a salary within the range of \$82,809 - \$93,408 and 15.4% superannuation paid in accordance with legislative requirements.

## Application Instructions

As part of our commitment to reducing Australia's carbon foot print, applicants are asked to submit their applications by email. Please ensure attachments are in Microsoft Word or Adobe Portable Document Format (PDF).

[victasjobs@defence.gov.au](mailto:victasjobs@defence.gov.au)

Applications are to be received by: **no later than 5pm on Thursday, 12<sup>th</sup> November 2009.**

### Your application must include:

1. **A completed copy of the AA312 form “Personal Particulars of Applicant”** clearly stating the DMO Job Reference Number **DMO/ 31059**. This form is available from the DMO website [How to Apply](#) under section “**Lodging your Application**”.
2. **A statement** demonstrating how you meet the selection criteria. Candidates must outline examples and achievements that demonstrate their claims against the criteria. The statement can be in narrative or dot point and must be no longer than three pages for Australian Public Servant (APS) 1-6 and four-five pages for Executive Level 1 (EL 1) and above level positions.
3. **A copy of your current resume**, which includes a summary of your work history commencing with your most recent employment, listing the dates of employment, company names and position titles. It should also include details of your qualifications including dates and institution names.

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.

Further enquiries about the position can be made to Mrs Caroline Clough on **(03) 9282 5610** or [caroline.clough@defence.gov.au](mailto:caroline.clough@defence.gov.au)

### Order of Merit

An Order of Merit or a Merit Pool may be created from the listed 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.

## Eligibility

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### Citizenship Requirements

To be eligible for employment with the Department of Defence, applicants must be Australian citizens. Only in exceptional circumstances can this requirement be waived.

### Security Clearance Requirements

Please be aware if you are considering employment within the DMO, the following security issues need to be considered:

- applicants are advised that all DMO jobs require some level of security clearance;
- for CONFIDENTIAL level clearances, applicants must have a checkable background for the previous five years, and
- while for SECRET and TOP SECRET levels of clearance, applicants must have a checkable background for the past ten years.

Potential applicants must be aware that any lengthy overseas stay during these periods can make checking difficult.

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

**Thank you for your interest in  
Defence Materiel Organisation**