



Australian Government
Department of Defence
Defence Materiel Organisation

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

DMO



Project Manager
APS Level 6

DMO/31083

Location: Melbourne, Victoria

Job Reference number:	DMO/31083
Position title:	Project Manager/Assistant Project Manager
APS level:	APS 6 in accordance with the Defence Collective Agreement (DeCA)
Remuneration:	\$65,520 - \$74,846 gross per annum + 15.4% Super
Group:	Defence Materiel Organisation
Division:	Land Systems Division
Branch / Directorate:	Corporate Headquarters Land Materiel Management Directorate
Section:	Land Acquisition Program Management
Location:	Melbourne, Victoria
Employment arrangements:	Full Time - 37.5 Hours per week
Type of employment opportunity:	Ongoing
Security classification of position:	SECRET
Contact officer:	Michael Doust - (03) 9282 4307
Closing date:	5pm, Thursday 12 November, 2009

Introducing the Defence Materiel Organisation

The Defence Materiel Organisation's (DMO) purpose is to equip and sustain the Australian Defence Force (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.

The Position

Overview

The Project Manager / Assistant Project Manager is part of a team responsible for planning and managing the acquisition and introduction into service of an assigned project in support of Australian Defence Force (ADF) Capability.

The Project Manager is responsible for the planning and management of the activities that are required to manage the solicitation (including requesting and evaluating tenders), contract management, introduction into service and establishment of through life support of a project.

Key Position Dimensions

Reports to:	EL1 – Deputy Director Life Cycle Cost
Number of Staff that Directly Report to Position:	N/A
Number of Staff in the Work area:	4
Size of Budget:	N/A

Position Duties

Management of the project schedules, risk management, project funding, preparation of briefings, submissions, reports and returns relating to the project progress and issues in accordance with organisational requirements.

1. Contribute to Capability Definition Processes as relevant to the project.
2. Manage the commercial aspects of the project/s of the prime contracts and significant acquisitions by taking a whole of life approach.
3. Ensure traceability of project related and operational decisions and address those issues that will inhibit the successful achievement of the projects schedule, budget, and quality and safety of deliverables.
4. Deliver endorsed capabilities that are on time to cost and to the required levels of quality and safety whilst having regard to statutory responsibilities. Monitor trends and advise management on those that could jeopardise achievement of endorsed project outcomes.
5. Completion and management of related correspondence, reports and submissions and liaison with management, staff, clients and outside organisations.
6. Exercise authorised delegations in accordance with applicable instructions
7. Supervise and manage staff, including the establishment and management of priorities and performance targets.

Selection Criteria

1. Demonstrated ability to manage a project or projects to achieve specified outcomes, including an understanding of project management methodologies.
2. Demonstrated ability to manage and develop staff, including the ability to foster positive and cooperative relationships.
3. Demonstrated ability to research, analyse, think strategically and develop sound solutions.
4. Well developed oral and written communication skills, including the ability to liaise, negotiate and make presentations.
5. Demonstrated ability to work independently and as part of a team, including the ability to plan and prioritise work and meet targets.

Note: The successful candidate will be assisted in gaining project management certification and/or qualifications if these are not already held.

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 Assistant Program Manager 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 \$65,520 - \$74,846 gross per annum and superannuation.

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

It is important that you quote the job reference number and your name e.g. **DMO/31083 – “Your Name”** in the **subject line** so your application can be passed to the relevant selection panel co-ordinator for further consideration and action.

IMPORTANT: Your application needs to be received no later than **5pm, Thursday 12 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/31083**.
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 Michael Doust on (03) 9282 4307.

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

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**