



Australian Government
Department of Defence
Defence Materiel Organisation

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

DMO



**Assistant Director Workforce Planning
Executive Level 1**

DMO/ 31086

Location: Canberra, ACT

Job Reference number:	DMO/31086
Job title:	Assistant Director Workforce Planning
APS level:	EL1 in accordance with the Defence Collective Agreement (DeCA)
Remuneration:	\$82,809 to \$93,408 + 15.4% Super
Group:	Defence Materiel Organisation
Division:	Electronic Systems Division
Branch / Directorate:	Executive Branch / Human Resources & Corporate Services
Section:	Workforce Planning
Location:	Canberra, ACT
Employment arrangements:	Full Time
Type of employment opportunity:	Ongoing
Security classification of position:	SECRET
Contact officer:	Paul Scott on (02) 626 67202
Closing date:	Thursday 12 November 2009

Introducing the Defence Materiel Organisation

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. Management of Capability Acquisition (\$6.2 billion up from \$4.5 billion)
2. Management of Capability Sustainment (\$5.4 billion up from \$5.1 billion)
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

Electronic Systems Division (ESD) is one of the operations divisions of the Defence Materiel Organisation (DMO) and is responsible for the acquisition and through-life support of major and minor electronic capital equipment that will deliver the knowledge edge to the Australian Defence Force.

The Division's projects are concerned with information, command, control, communications, radar, electronic warfare, space and related systems.

The Assistant Director Workforce Planning position with ESD offers:

- A rewarding career opportunity;
- The opportunity to establish valuable networks; and
- Job security and flexible working conditions.

The Assistant Director Workforce Planning position provides advice and support to the Electronic Systems Division Executive and Branches with regard to workforce planning issues including maximising staffing resources and ensuring future work is

adequately resourced. The Workforce Planning team is the focal point of contact within Electronic Systems Division for workforce planning activities and advice and support for both internal and external stakeholders on a wide range of Workforce Planning tasks.

You will be working as a part of a professional team dedicated to the improvement of HR services and initiatives within ESD. Ideal candidates will have a proven record of achievement and recognised professional skills and competencies in workforce planning. You will be highly motivated and strongly committed to exceptional standards of performance and delivery of outcomes, with excellent interpersonal skills.

Please note: This selection process may generate a Merit Pool of suitable applicants which may be used to fill upcoming workforce planning vacancies in ESD.

Key Position Dimensions

Reports to:	EL2 Director of Human Resources & Corporate Services
Number of Staff that Directly Report to Position:	1
Number of Staff in the Work area:	11

Position Duties

1. Mentor and coach Branch HR staff and Managers on workforce planning practices and methodologies.
2. Develop and implement Electronic Systems Division Workforce Planning policies and practices.
3. Divisional analysis of workforce requirements and reporting.
4. Provide workforce resource advice to Branches developing resourcing requests.
5. Influence Corporate Divisions for improved workforce planning policies.
6. Ensure interoperability between workforce planning and organisational development areas.

Selection Criteria

1. Demonstrated knowledge of and experience in the workforce planning arena.
2. Demonstrated highly developed liaison skills, and the ability to communicate effectively (both orally and in writing) with senior managers including the ability to prepare high level strategic and operational documents.
3. Demonstrated management and leadership skills and demonstrated ability to plan, set priorities, meet deadlines and solve problems in an environment of change; and work effectively both independently and as a member of a team to achieve outcomes.
4. Sound ability to research, analyse and draft Divisional level policy and procedures in relation to workforce planning.

Requirements

Experience in a workforce planning environment would be advantageous.

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 Director Workforce Planning** 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 to \$93,408 and 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) and send to:

actsnsw.jobs@defence.gov.au

If you do not have email access, please contact Recruitment Services on **(02) 6127 3022** to arrange an alternative.

Applications are to be received by **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/31086**. 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 it is recommended that your statement be no longer than three pages for Australian Public Servant (APS) 1-6 and four-six 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 **Paul Scott (02) 626 67202** or paul.scott6@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

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
- 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**