



Australian Government
Department of Defence
Defence Materiel Organisation

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

DMO



Executive Manager Workforce Strategies APS Level 6

DMO/ 31093

Location: Canberra, ACT

Job Reference number:	DMO/31093
Job title:	Executive Manager Workforce Strategies
APS level:	APS Level 6 in accordance with the Defence Collective Agreement (<u>DeCA</u>)
Remuneration:	\$65,520- \$74,846 + 15.4% Super
Group:	Defence Materiel Organisation
Division:	Electronic Systems Division
Branch / Directorate:	Executive Branch/ Human Resources & Corporate Services ESD
Section:	Workforce Strategies
Location:	Canberra, ACT
Employment arrangements:	Full Time
Type of employment opportunity:	Ongoing
Security classification of position:	RESTRICTED
Contact officer:	Nina Pashley on (02) 6265 5306
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:

- 1.1 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

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 Directorate of Human Resources and Corporate Services (HR&CS) role is to assist the Electronic System Division in meeting non-operational corporate services requirements and associated reporting responsibilities.

An Executive Manager Workforce Strategies position with ESD offers:

- A rewarding career opportunity;
- The opportunity to contribute to the Division's strategic plan; and
- Job security and flexible working conditions.

The Executive Manager Workforce Strategies is an integral component of the Workforce Strategies team in the provision of advice and support on a range of people and workforce matters. The successful incumbent will benefit from a close and supportive team environment where opportunity is provided to significantly contribute to the Division's strategic plan through assisting with the development, implementation and management of innovative strategies to attract, develop and retain staff.

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

Key Position Dimensions

Reports to:	Executive Level One, Assistant Director Workforce Strategies
Number of Staff that Directly Report to Position:	0
Number of Staff in the Work area:	11

Position Duties

Under limited direction of Assistant Director Workforce Strategies (ADWFS), undertake the role of Executive Manager Workforce Strategies.

This includes, but is not limited to, the following duties:

1. Assist with the provision of advice and guidance on Human Resource Management (HRM) issues to Head Electronic Systems Division (HESD) and Executive Branch managers and staff, including the interpretation of HR policy and legislation.
2. Update and maintain Executive Branch HR data in the DMO Workforce Planning System and the Executive Branch HR spreadsheet.
3. Prepare and review all HR related documentation for the Executive Branch.
4. Review all recruitment related documentation for the Division ensuring that it is in accordance with the DMO/ESD Recruitment rules.
5. Participate in the implementation and ongoing management of HR initiatives and ESD recruitment procedures within the Branch and Division.
6. Assist with the implementation of strategies to increase the attraction and retention of entry level employees to ESD.
7. Update and maintain the ESD Recruitment Register.
8. Use the ESD Recruitment Register to prepare various reports on ESD Recruitment actions.

Selection Criteria

1. Demonstrated understanding of current HR and Recruitment policies and practices.
2. Demonstrated ability to use databases or Human Resource Management Information Systems to produce and analyse reports pertaining to workforce planning and recruitment activities.
3. Demonstrated ability to cultivate productive working relationships with stakeholders.
4. Demonstrated ability to communicate effectively, both orally and in writing, with staff at all levels.
5. Demonstrated ability to meet deadlines, work effectively both independently and as a member of a team to achieve outcomes.

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 **Executive Manager Workforce Strategies** 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 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).

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/ 31093**.
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 **Nina Pashley** on **(02) 6265 5306** or nina.pashley@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 **RESTRICTED** level clearance.

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