



Australian Government
Department of Defence
Defence Materiel Organisation

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

DMO



**Disposals Officer
APS Level 5**

Job Reference DMO/31111

Location: Orchard Hills, NSW

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| Job Reference number: | DMO/31111 |
| Position title: | Disposals Officer |
| APS level: | APS 5 in accordance with the Defence Collective Agreement (DeCA) |
| Remuneration: | \$59,807 - \$64,062 + 15.4% Super |
| Group: | Defence Materiel Organisation |
| Division: | Explosive Ordnance |
| Branch / Directorate: | Munitions Branch, Munitions System Programme Office |
| Section: | In-Service Support |
| Location: | Orchard Hills, NSW |
| Employment arrangements: | Full Time 37.50 Hours per week |
| Type of employment opportunity: | Ongoing |
| Security classification of position: | SECRET |
| Contact officer: | Mr John Krisenthal (02) 47280536 |
| Closing date: | 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

The Explosive Ordnance Division of the DMO is responsible for the acquisition and sustainment of all munitions and guided weapons for the ADF. The Disposals functional element of the Munitions SPO is responsible for coordinating, managing and overseeing munitions disposals. The successful applicant will be working as part of a small team responsive to forecasts / cues from Item Managers regarding items allocated for disposal and managing the disposal process through to completion, including the collection and collation of Destruction Certificates and preparation of audit packages.

The position is currently located at Defence Establishment Orchard Hills but will be re-locating with the Branch to the Penrith CBD early in 2010.

Key Position Dimensions

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|--|-----------------------------------|
| Reports to: | Deputy Director Land (ARMY MAJOR) |
| Number of Staff that Directly Report to Position: | Nil |
| Number of Staff in the Work area: | 2 |

Position Duties

Disposals Officer

Assist ADF Logistics Manager's (ADFLM's) with proactive and timely inventory profile advice on potential Munitions disposals.

1. Develop and conduct disposal plans including options and recommendations for delegate sign-off. Manage, prioritise, monitor and report on disposal plan execution status. Maintain documentation and audit trails.

Provide proactive, timely advice to ADFLM's on Munitions life expiry status and provide responsive and timely action to ADFLM requests.

- a. Program inventory disposal recommendations
 - b. Conduct EO disposal option analysis
 - c. Execute disposal plans
 - d. Develop KPI's On Disposals.
2. Assist in fostering and maintaining strong customer, industry and supplier relationships and networks. - Strong internal and external relationships and networks to enhance Munitions Branch Disposal strategies.
 - a. Maintain Records of customer, industry and supplier meetings.
 - b. Maintain Records of customer and supplier feedback and
 - c. Develop Performance measurement reporting of customers / suppliers as appropriate
 - d. Ensure compliance with Statutory regulations and instructions.
 3. Liaise with relevant agencies, Industry and ADFLM's to identify potential packaging items requiring disposal. Manage, monitor and report on the status of packaging disposal plans. Ensure all
disposal records including cost of disposal are maintained.
 4. Maintain a management reporting schedule to reflect the productivity output and service performance of the Disposal Cell.

Provide Management with reports on Disposal Cell productivity, output and service performance measurements including

- a. Report on the status of all Disposal items and Plans,
 - b. Report on forward planning workloads
5. Monitor and Report on KPI performance and ensure compliance with statutory regulations and agreed contract terms & conditions.
Ensure supplier responsiveness and timely action to disposal requests.

Ensure compliance with DMO policies and best practice principles to evaluate, negotiate and implement contracts with suppliers, for the disposal of Munitions and associated packaging.

Ensuring that EO Disposal Contractors deliver services to contract specification.

- a. Records and reporting on supplier KPI performance
 - b. Records of all Disposal contract documentation
 - c. Published schedule of disposal supplier capabilities & performance Audit
6. Ensuring that all Munitions and Packaging disposals are actioned in the most cost effective method, to the Commonwealth of Australia, in accordance with all relevant policies, procedures & regulations
Engaging ADFLM's & Service Capability Managers to ensure maximum utilisation of Munitions prior to life expiry.
7. Ensure that the all Occupational Health, Safety and Environmental legislation is adhered to.

Selection Criteria

There are four criteria, each with a list of related performance indicators outlined for your reference.

1. Results:
 - a. Demonstrates flexibility, adaptability and focus on outcomes and results.
 - b. Manages work well despite constraints and variable resources.
 - c. Uses initiative, experience and knowledge to identify opportunities, challenges and risks specific to the workplace.
2. Relationships:
 - a. Develops and maintains effective internal and external relationships.
 - b. Responds to changes in stakeholder needs and expectations.
 - c. Acknowledges and understands others.
3. Communication:
 - a. Influences others by using credible and persuasive discussion and a thoughtful understanding of issues
 - b. Listens, understands and adapts to audience.
4. Personal Drive and Integrity:
 - a. Complies with legislative, policy and regulatory frameworks.
 - b. Adopts a positive and balanced approach to work.
 - c. Seeks and applies ongoing improvement and learning.

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 Disposals Officer 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 ASP 5 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 (version 2003 or earlier) or Adobe Portable Document Format (PDF).

sc.jobs@defence.gov.au

If unable to submit by e-mail, fax to: **(02) 9393 3598**

Applications are to be received by 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/31111**. 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.
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 Mr John Krisenthal on **(02) 4728 0536** or john.krisenthal@defence.gov.au.

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**