



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

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

**DMO**



**Deputy Project Manager  
Executive Level 1**

**DMO/31117**

**Location: Canberra, ACT**

<b>Job Reference number:</b>	DMO/31117
<b>Position title:</b>	Deputy Project Manager
<b>APS level:</b>	Executive Level 1 in accordance with the Defence Collective Agreement ( <u>DeCA</u> )
<b>Remuneration:</b>	\$82,809 - \$93,408 + 15.4% Super
<b>Group:</b>	Defence Materiel Organisation
<b>Division:</b>	Helicopter Systems
<b>Branch / Directorate:</b>	Naval Aviation Systems
<b>Section:</b>	Future Naval Aviation Combat System Project Office (FNACS PO)
<b>Location:</b>	Canberra, ACT
<b>Employment arrangements:</b>	Full Time
<b>Type of employment opportunity:</b>	Ongoing
<b>Security classification of position:</b>	Secret
<b>Contact officer:</b>	Captain Scott Lockey on (02) 6265 7646
<b>Closing date:</b>	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](http://www.defence.gov.au/dmo).

## The Position

### Overview

An opportunity exists for an experienced Executive Level 1 to fill the position of Deputy Project Manager (DPM) for the Future Naval Aviation Combat Systems Project Office (FNACS PO) within the Naval Aviation Systems Branch. The DPM is responsible for the day-to-day management of the Project Office and reports to directly to the Project Manager.

The FNACS Program has a budget exceeding \$3.5 billion covering major capital acquisition. We have an outstanding opportunity for an experienced and committed Training Devices Manager to join the branch and take our business to the next level.

### Key Position Dimensions

<b>Reports to:</b>	CMDR – Project Manager
<b>Number of Staff that Directly Report to Position:</b>	0
<b>Number of Staff in the Work area:</b>	73
<b>Size of Budget:</b>	\$3.5 bn

## Position Duties

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1. The Deputy Project Manager is responsible to the Project Manager for the management of the Project schedule and system configuration and the general management of the Project Office.
2. Manage the administrative functions of the Future Naval Aviation Combat System project including project schedule and personnel performance reporting.
3. Facilitate the provision of authoritative advice from Defence agencies as required by the Project Manager.
4. Research, develop and present reports, briefs, submissions and other communication.
5. Liaise with Defence, Contractor and Industry staff, and represent the Project Manager as required.
6. Coordinate input to the Project's performance reporting and review obligations such as the DMO Monthly Reporting System and DMO Company Score Card.
7. Exercise financial delegations.

## Selection Criteria

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Please note applicants are not required to specifically address each dot point but should use these as a guide to address the selection criteria.

1. Experience and Knowledge:
  - Demonstrated experience in the planning and general management of a project office, including the management and reporting of project schedule, system configuration, and personnel performance.
  - Demonstrated experience and ability to lead a diverse project team. Experience in a Major Capital Acquisition project would be advantageous.
  - Demonstrated ability to undertake research and investigation into complex project issues, maintain a database of reports and other project documentation.
2. Demonstrates Business Acumen:
  - Demonstrated understanding and experience of project management and the ability to formulate and manage project plans, schedules, and reports.
  - Ability to analyse complex issues, identify appropriate solutions and take suitable courses of action.
  - Demonstrated ability to work on a wide range of complex activities and manage competing deadlines and priorities.

3. Communicates with Influence:
  - Proven representational, liaison and communication skills within an organisation and the ability to negotiate and resolve conflict.
  - Demonstrated ability in preparing detailed and high level responses, reports, submissions, briefs and minutes within tight timeframes.
  - Proven ability to liaise with external stakeholders such as Contractor and Industry staff, and represent the Project Manager on issues related to the project office.
  
4. Fosters Leadership and Innovation:
  - Proven ability to lead, supervise, manage and work collaboratively with internal teams on activities such as scheduling, data management, human resources, and configuration management.

### **Qualifications**

Certified status or an equivalent form of demonstrated professional expertise in project management will be considered favourably.

### **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 Project 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 \$82,809 - \$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).

[actsnsw.jobs@defence.gov.au](mailto: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/31117**. 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 **Captain Scott Lockey** on **(02) 6265 7646** or email at [scott.lockey@defence.gov.au](mailto:scott.lockey@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**