



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

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

**DMO**



**Quality Assurance Representative (QAR)  
Executive Level 1**

**DMO/ 31120**

**Location: Brisbane Airport, QLD**

<b>Job Reference number:</b>	DMO/31120
<b>Position title:</b>	Quality Assurance Representative (QAR)
<b>APS level:</b>	EL1 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 Division
<b>Branch / Directorate:</b>	Army Aviation Systems Branch
<b>Section:</b>	Multi Role Helicopter Program Office
<b>Location:</b>	Brisbane Airport, Queensland
<b>Employment arrangements:</b>	Full Time
<b>Type of employment opportunity:</b>	Ongoing
<b>*If Non-Ongoing, enter duration of Term:</b>	N/A
<b>Security classification of position:</b>	SECRET
<b>Contact officer:</b>	Graeme England (02) 6265 7422.
<b>Closing date:</b>	<b>12 November 2009</b>

# Introducing the Defence Materiel Organisation

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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

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### Overview

The Government announced the acquisition of 12 MRH-90 troop lift helicopters for the Army in August 2004. In June 2006, the Government announced the acquisition of an additional 34 MRH-90 to replace the Army Black Hawks, and the Maritime Support capability of the Navy Sea Kings.

The first of Australia's 46 MRH-90 conducted its maiden flight on March 28 2007 in Marignane, France. The first four MRH-90s were built in France by Eurocopter and all have been accepted by Defence. The remaining 42 aircraft will be assembled in Australia, the first fuselage arrived at Australian Aerospace's facility at Pinkenba, Brisbane on the 26 March 2007 and that aircraft was delivered to Defence in December 2008.

### Key Position Dimensions

The Quality Assurance Representative's (QAR) primary role is to provide support and advice to the Project Team on quality related issues. The QAR will be required to be a versatile member of Project Management team supporting production, test and acceptance activities. The QAR will also have to liaise and sometimes manage situations with contractor/industry personnel.

<b>Reports to:</b>	Lieutenant Colonel, MRH PM – PN481498
<b>Number of Staff in the Work area:</b>	12

## Position Duties

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1. Manage the allocation of QAR resources on a risk - based approach. Supervise subordinate military and/or APS personnel and liaise with consultants on technical activities.
2. Plan and implement a program of Quality Audit and Surveillance of contractor and nominated subcontractor quality systems and product quality, including the auditing of contractor compliance with approved Quality Plans.
3. Liaise with and coordinate the activities of organisations engaged to provide manufacturing and assembly Quality Assurance.
4. Mentor nominated project staff in Quality Audit and Surveillance procedures and practices.
5. Investigate and conduct analysis of Contractor Quality Problems and non-conformances.
6. Evaluate, recommend, and where delegated, endorse acceptance of Engineering Change Proposals, and Requests for Waivers.
7. Evaluate, make recommendations, and where delegated, endorse Project Deliverable documents.
8. Participate in design reviews, software and hardware configuration audits and progress meetings.
9. Witness acceptance testing and/or release activities for contract deliverables as required, and as delegated, endorse Acceptance Certificates in respect of those deliverables.
10. Provide the Project Manager and staff with QA advice on the project program and any QA requirements arising.
11. Perform all the duties of the position in accordance with APS and Departmental OH&S, Workplace Diversity and Industrial Democracy principles and practices and privacy and security policies.

## Selection Criteria

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1. Demonstrated sound systems engineering knowledge and project quality management and assurance experience relevant to aerospace strategic acquisition projects.
2. Demonstrated experience in implementation of the ISO9000 series of Quality Assurance/Quality Management standards preferably as they apply to aerospace Strategic acquisition projects.

3. Demonstrated and sound ability to plan, implement and apply innovative, result oriented best practices to the Quality Assurance and Quality Management aspects of complex, developmental aerospace systems acquisition projects.
4. Demonstrated and sound ability in developing and managing technical and other project related documentation.
5. Well-developed oral and written communications skills with demonstrated ability to work as a member of a multi-disciplinary team.

## Requirements

An associate diploma from an Australian tertiary institution or equivalent qualification or experience in Quality Auditing which in the opinion of the Delegate is appropriate to the duties of the position.

## 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 Configuration 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). ***Please ensure you quote DMO31120 and Your Name in the subject heading.***

**[sq.jobs@defence.gov.au](mailto:sq.jobs@defence.gov.au)**

If unable to submit by e-mail, fax to: **(07) 3233 4425**

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/ 31120**. 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 Graeme England on (02) 6265 7422.

### **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**