



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

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

**DMO**



**Human Resource Officer  
APS Level 4**

**DMO/31133**

**Location: Felixstow, Adelaide**

<b>Job Reference number:</b>	DMO/31133
<b>Job title:</b>	<b>Human Resource Officer</b>
<b>APS level:</b>	APS Level 4 in accordance with the Defence Collective Agreement ( <a href="#">DeCA</a> )
<b>Remuneration:</b>	\$53,622 to \$58,864 + 15.4% Super
<b>Group:</b>	Defence Materiel Organisation
<b>Division:</b>	General Manager Programs
<b>Branch / Directorate:</b>	Air Warfare Destroyer
<b>Section:</b>	Air Warfare Destroyer Systems Centre
<b>Location:</b>	Felixstow, Adelaide
<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>	CONFIDENTIAL
<b>Contact officer:</b>	<b>Michael Aitchison (08) 8165 7020</b>
<b>Closing date:</b>	<b>12 November 2009</b>

# 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

Applications are sought from highly motivated and suitably experienced personnel to perform the role of Human Resource Officer within the AWD Program. This position will be assisting the AWD HR Manager with various HR activities, some of these would include; recruiting activities, reporting, organisational structure updates, coordinate training activities and personnel administration.

These positions will be located in the AWD Systems Centre, Adelaide. Currently the System Centre is located at Felixstow, however, personnel in this building will be moving to a new facility at Osborne – Outer Harbor, Adelaide within the next 12 months.

### Key Position Dimensions

<b>Reports to:</b>	561619 - EL1 AWD Human Resources Manager
<b>Number of Staff that Directly Report to Position:</b>	Nil
<b>Number of Staff in the Work area:</b>	2
<b>Size of Budget:</b>	

## Position Duties

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1. As directed manage and coordinate recruitment and staffing activities for the AWD Program.
2. As directed manage and coordinate training and development needs for Program staff.
3. As directed assist with the management of the Professionalisation of Engineers, Logistics, Project Management and other Job Families.
4. Assist in the preparation and maintenance of records in relation to AWD Program positions.
5. Assist AWD HR Manager with preparation of reports, briefs and other correspondence relating to human resources and training.
6. Extract various reports from PMKeyS and the DMO Workforce Planning Information System for the AWD Project.
7. Undertake specific human resource tasks of a simplified nature as directed by the AWD HRM.

## Selection Criteria

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1. Demonstrated experience in the use of human resource management systems. This may include, extracting information and utilising the information to develop reports.  
**Note:** Department of Defence uses People Soft HR Systems. Familiarity of these systems will be an advantage however not essential.
2. A sound knowledge of, and experience in, undertaking workforce planning and human resource management activities.
3. Demonstrated self-motivation and initiative, including the ability to organise work priorities, meet tight deadlines and solve problems of varying complexity.
4. High level communication and liaison skills, including an ability to prepare briefing papers, submissions, presentations and reports for internal and external audiences.

## Professionalisation

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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 Human Resources 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 \$53,622 to \$58,864 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).

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

If unable to submit by e-mail, fax to: **(02) 6265 2330**

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/ 31133**. 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 Michael Aitchison on (08) 8165 7020 or [michael.aitchison@ausawd.com](mailto:michael.aitchison@ausawd.com)

## **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
- 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 **CONFIDENTIAL** level clearance.

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