



Australian Government
Department of Defence
Defence Materiel Organisation

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

DMO



**Integrated Logistics Support Officer
APS Level 6**

DMO/31160

Location: Canberra, ACT

Job Reference number:	DMO/31160
Position title:	Integrated Logistics Support Officer
APS level:	APS 6 in accordance with the Defence Collective Agreement (<u>DeCA</u>)
Remuneration:	\$68,010 - \$77,690 + 15.4% Super
Group:	Defence Materiel Organisation
Division:	General Manager Programs Division
Branch / Directorate:	Amphibious Deployment &Sustainment
Section:	LHD Project JP2048Ph4A
Location:	Russell Offices Canberra
Employment arrangements:	Full Time
Type of employment opportunity:	Ongoing
*If Non-Ongoing, enter duration of Term:	
Security classification of position:	SECRET
Contact officer:	Mr David Pierce (02) 6265 1528
Closing date:	Thursday 19 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 Amphibious Deployment and Sustainment Program are seeking a highly experienced, motivated, enthusiastic, reliable and technically qualified person to fill the role of Integrated Logistics Support (ILS) Officer for the Landing Helicopter Dock (LHD) Project (JP2048) in Canberra.

The successful applicant will be the lead person responsible for the management of all Logistic Engineering and Technical Documentation activities for the LHD Project (JP2048), including the determination of requirements, providing authoritative advice on all contract deliverables, achieving acceptance of ILS deliverables in support of the Project, as well as participating in major ILS reviews and other activities.

Key Position Dimensions

Reports to:	EL 1 LHD ILS Manager
Number of Staff in the Work area:	5

Position Duties

1. Individually, or as a member of a team contribute to the identification, acquisition and acceptance of ILS deliverables to support the LHD Project.
2. Individually, or as a member of a team ensure that logistics requirements for the LHD are identified and delivered.
3. Provide reports of progress on ILS deliverables for the LHD project, particularly on issues relating to logistics engineering and technical documentation matters.
4. Provide advice on logistics engineering and technical documentation matters and other ILS issues to other functional areas of the ADAS Program.
5. Participate in ILS working level meetings and represent the ILSM in higher level meetings as required.
6. Under limited direction prepare reports, documentation and correspondence on matters associated with ILS issues.

Qualifications

Qualifications in the Logistic Engineering / Technical Documentation field are highly desirable for this position.

Selection Criteria

1. Demonstrated knowledge and understanding of Logistic Engineering and Technical Documentation management principles and processes in a major maritime acquisition project environment.
2. Demonstrated understanding of ILS and project management processes in a major maritime acquisition project environment.
3. Demonstrated understanding of Logistic Engineering Management Tools, particularly in a major maritime acquisition project environment.
4. Demonstrated understanding of the Technical Regulatory framework regarding the acceptance of Technical Documentation, particularly in a major maritime acquisition project environment.
5. Demonstrated ability to work effectively as a member of a small integrated team, organise work, set priorities and meet deadlines.
6. Demonstrated interpersonal skills, including well developed written and oral communication skills, with a broad range of clients at different levels.

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 Integrated Logistics Support 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 \$68,010 - \$77,690 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 unable to submit by e-mail, please contact Recruitment Services on **(02) 6127 3022**.

Applications are to be received by **Thursday 19 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/31160**. 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 **Mr David Pierce** on **(02) 6265 1528** or david.pierce@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
- 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**