



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

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

**DMO**



## **Land Self Protection Systems Program Office Training Manager**

**APS Level 6**

**DMO/31162**

**Location: Canberra, ACT**

|   |  |
|---|--|
| <b>Job Reference number:</b>                | DMO/31162  |
| <b>Position title:</b>                      | Land Self Protection Training Manager  |
| <b>APS level:</b>                           | APS 6 in accordance with the Defence Collective Agreement ( <a href="#">DeCA</a> ) |
| <b>Remuneration:</b>                        | \$68,010 - \$77,690 + 15.4% Super  |
| <b>Group:</b>                               | Defence Materiel Organisation  |
| <b>Division:</b>                            | Electronic Systems Division  |
| <b>Branch / Directorate:</b>                | Electronic Warfare Branch  |
| <b>Section:</b>                             | Land Self Protection Systems Program Office (LSPSPO)                               |
| <b>Location:</b>                            | Canberra, ACT  |
| <b>Employment arrangements:</b>             | Full Time 37.5 hours per week  |
| <b>Type of employment opportunity:</b>      | Ongoing  |
| <b>Security classification of position:</b> | SECRET   |
| <b>Contact officer:</b>                     | John Braithwaite (02) 6265 2743  |
| <b>Closing date:</b>                        | Thursday 19 November 2009  |

# 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

Electronic Systems Division (ESD) is one of the operations divisions of the Defence Materiel Organisation (DMO) and is responsible for the acquisition and through-life support of major and minor electronic capital equipment that will deliver the knowledge edge to the Australian Defence Force.

The divisions projects are concerned with information, command, control, communications, radar, electronic warfare, space and related systems.

The Land Self Protection System Program Office (LSPSPO) is part of Electronic Warfare Branch, Electronic Systems Division within DMO. LSPSPO is responsible for the acquisition, introduction into service and through life support of the ADF's inventory of Force Protection Electronic Counter Measure (FPECM) equipment.

LSPSPO is seeking a Training Manager who will be required to work closely with ADF training authorities and the Capability Development Group (CDG) to capture requirements and manage the implementation of FPECM training systems.

A background in training development and/or project management is preferred but not essential.

## Key Position Dimensions

|   |                             |
|---|-----------------------------|
| Reports to:                                       | EL 1 JP 154 Project Manager |
| Number of Staff that Directly Report to Position: | Nil                         |
| Number of Staff in the Work area:                 | Nil                         |

## Duty Statement

1. Assist and where required manage the transition of in service Force Protection Electronic Counter Measure (FPECM) Systems from the DMO into Army.
2. Engage and manage stakeholders on FPECM training issues in the ADF and wider Australian Government community.
3. Manage the development of Training Needs Analysis for selected capabilities identified under Project 'JP154 Joint Counter Improvised Explosive Device Capability'.
4. Plan and introduce introductory, gap and mature training regimes for selected capabilities identified under JP154.
5. Undertake procurement activities in support of the training program.

## Selection Criteria

Applicants should address each of the selection criteria and provide examples which demonstrate their ability to perform the duties of the position.

1. A demonstrated knowledge of training development issues.
2. Demonstrated ability to plan and coordinate work plans under tight constraints including ability to work under limited direction through judgement, intelligence and common sense.
3. Demonstrated good oral and written communication skills, including the ability to liaise with a wide range of stakeholders
4. Ability to work effectively in a flexible small team environment.
5. Ability to apply and build professional expertise

**Requirements** A background in training development and/or project management is preferred but not essential.

## 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 Land Self Protection Training 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 \$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](mailto: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/31162**. 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 John Braithwaite **(02) 6265 2743** or [john.braithwaite@defence.gov.au](mailto:john.braithwaite@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**