



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

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

**DMO**



**Data Manager  
APS Level 5**

**DMO/31163**

**Location: Canberra, ACT**

<b>Job Reference number:</b>	DMO/31163
<b>Position title:</b>	Data Manager
<b>APS level:</b>	APS 5 in accordance with the Defence Collective Agreement ( <a href="#">DeCA</a> )
<b>Remuneration:</b>	\$62,080 – \$66,496 + 15.4% Super
<b>Group:</b>	Defence Materiel Organisation
<b>Division:</b>	Aerospace Systems Division
<b>Branch / Directorate:</b>	Aerospace Equipment, Maritime and Surveillance Branch (AEMS)/ AIR 7000
<b>Section:</b>	Project Management
<b>Location:</b>	Canberra, ACT
<b>Employment arrangements:</b>	Full Time, 37.5 Hours per week
<b>Type of employment opportunity:</b>	Ongoing
<b>*If Non-Ongoing, enter duration of Term:</b>	Not applicable
<b>Security classification of position:</b>	SECRET
<b>Contact officer:</b>	Grant Davies (02) 6266 7090
<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

The Aerospace Systems Division (ASD) mission is to manage the acquisition and through-life support of aerospace weapon systems for the Australian Defence Force. ASD consists of five branches – Aerospace Equipment, Maritime & Surveillance, Aerospace Combat Systems, Airlift & Training Systems, Aerospace Materiel Management and Foreign Military Sales Aerospace Projects.

The Aerospace Equipment, Maritime & Surveillance (AEMS) Branch is responsible for the acquisition and through life support of aerospace weapon systems for Maritime Patrol Groups within Air Force. Currently, the greater part of Australia's surveillance needs, both maritime and overland, are undertaken by the AP-3C Orion maritime patrol aircraft. The planned withdrawal date for the Orion is 2015-2018. Project AIR 7000 will replace the Orion with both manned and unmanned aircraft systems. AIR 7000 Phase 1 is tasked with the development and delivery of a Multi-Mission Unmanned Aerial System and AIR 7000 Phase 2 a manned system.

The Data Manager reports to the Deputy Project Manager and is responsible for the management of all data acquired by the project office. The position is responsible for the supervision of an APS 4 Data Officer and the development of the project office data management system using current in-house Defence mandated Information Technology (IT) systems.

## Key Position Dimensions

Reports to:	EL 1 Deputy Project Manager
Number of Staff that Directly Report to Position:	One APS Level 4
Number of Staff in the Work area:	Seven

## Position Duties

1. Develop and maintain policies, procedures and plans to ensure the effective and efficient management of information and systems within a project office environment.
2. Under limited direction, manage all project documents and records in DMO's information management system and other project related IT systems.
3. Assist in project data management/configuration management for key acquisition documents.
4. Coordinate, develop and deliver staff training for project office personnel in the areas of data and information management.
5. Assist with the management of the project's Intranet and Internet websites.
6. Other data management duties for Project AIR7000 as directed by the Deputy Project Manager.

## Selection Criteria

1. Demonstrated knowledge and/or experience in managing the provision of administrative support to large, integrated, multi-disciplinary teams.
2. Well developed understanding, or ability to quickly acquire an understanding, of data management in an acquisition project environment.
3. Attention to detail and ability to manage competing priorities and meet tight deadlines.
4. Sound oral and written communication skills, together with well-developed interpersonal skills and the ability to work effectively in a multi-disciplinary team.
5. Ability to work with a range of Microsoft software applications, such as Microsoft Word, PowerPoint and Excel to meet the requirements of senior management.

## 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 **Data 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 \$62,080 – \$66,496 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, 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/31163**  
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 **Grant Davies** on **(02) 6266 7090** or [grant.davies1@defence.gov.au](mailto:grant.davies1@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**