



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

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

**DMO**



**Electronic Systems Division  
Project Schedulers  
APS Level 6  
(Several Positions)**

**DMO/31172**

**Location: Canberra, ACT**

<b>Job Reference number:</b>	DMO/31172
<b>Position title:</b>	Project Schedulers
<b>APS level:</b>	APS Level 6 (Several Positions) in accordance with the Defence Collective Agreement ( <a href="#">DeCA</a> )
<b>Remuneration:</b>	Salary Range \$68,010 – \$77,690 + 15.4% Super
<b>Group:</b>	Defence Materiel Organisation
<b>Division:</b>	Electronic Systems Division
<b>Branch / Directorate:</b>	Various
<b>Section:</b>	Various
<b>Location:</b>	Canberra, ACT
<b>Employment arrangements:</b>	Full Time
<b>Type of employment opportunity:</b>	Ongoing
<b>*If Non-Ongoing, enter duration of Term:</b>	
<b>Security classification of position:</b>	Up to Top Secret
<b>Contact officer:</b>	David Little (02) 6265 7573
<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 Division's projects are concerned with information, command, control, communications, radar, electronic warfare, space and related systems.

The DMO provides challenging and varied work, and opportunities for professional and career development within a unique work environment. It is also an opportunity to receive exceptional working conditions, and the chance to balance work with your other interests. You do not need to have prior DMO experience to apply for these positions.

DMO has an exciting array of projects on the horizon and we are looking for **Project Schedulers to assist with the development and maintenance of project schedules.**

In these unique roles you will have the opportunity to contribute to the development of project plans and ensure the required performance, cost and schedule estimates are realistic and achievable.

- Do you thrive on achieving real results and applying your knowledge and experience in a fast paced and dynamic environment?
- Do you want to work on leading edge projects in a close knit team environment?
- Would you like the benefits of job security and flexible working conditions?

Then this is the job for you!

## Position Duties

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Under limited direction undertake the following duties:

1. Undertake a range of duties to assist with the development of project schedules, including planning, performance, cost and status reporting in accordance with agreed procedures and performance standards.
2. Prepare correspondence, briefs and reports as directed including submissions and documents for higher delegate and committee consideration.
3. Assist in the design and development of project plans and reports/briefs for the project managers relating to project schedule performance.
4. Contribute to preparations for project test, evaluation and acceptance programs.
5. Liaise with commonwealth agencies, ADF programs, in-service managers and contractors to achieve schedule outcomes.

## Selection Criteria

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1. Demonstrated experience in project schedule analysis and management, including an ability to confidently use open plan professional.
2. Ability to interrogate schedules, prepare reports and spreadsheets, provide advice to acquisition and sustainment staff on project schedule performance.
3. Demonstrated experience in managing/integrating project work breakdown structures and work breakdown structure dictionaries with the project office schedule.
4. Proven abilities and experience in assisting with the production of project plans for the project office.
5. Demonstrated ability to build effective working relationships with key project staff, customers and stakeholders.

**Desirable** – Minimum 3 years project scheduling experience.

**Please note: This selection process may generate a Merit Pool of suitable applicants which may be used to fill upcoming Project Management vacancies in ESD.**

## 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 **Project Schedulers** 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 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/31172**. 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 Little** on **(02) 6265 7573** or [David.Little3@defence.gov.au](mailto:David.Little3@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 security clearance of up to **TOP SECRET**.

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