



Australian Government
Department of Defence
Defence Materiel Organisation

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

DMO



**Assistant Project Manager
APS Level 6**

DMO/31180

Location: Canberra, ACT

Job Reference number:	DMO/31180
Position title:	Assistant Project Manager
APS level:	APS 6 in accordance with the Defence Collective Agreement (DeCA)
Remuneration:	\$68,010 - \$77,690 + 15.4% Super
Group:	Defence Materiel Organisation
Division:	Electronic Systems
Branch / Directorate:	Communications Branch
Section:	Information Assurance SPO
Location:	Canberra, ACT
Employment arrangements:	Full Time
Type of employment opportunity:	Ongoing
Security classification of position:	SECRET
Contact officer:	Jon Glasson (02) 6266 1893
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

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 Information Assurance System Project Office (IASPO) is the procurement and sustainment organisation for High Grade Cryptographic Equipment within the Department of Defence. JP2069 is an acquisition project within IASPO responsible for the modernisation of High Grade Cryptographic Equipment across the Defence fleet. The position requires a highly motivated Assistant Project Manager to oversee a minor acquisition project working with a small team of engineers and ILS staff. The occupant of the position will be a key member of the JP2069 team, supporting and providing advice to the Project Manager and IASPO generally.

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.

Key Position Dimensions

Reports to:	APS 6 Assistant Project Manager
Number of Staff in the Work area:	6
Size of Budget:	\$8M

Position Duties

1. Under supervision, manage assigned procurement projects.
2. Manage tender, contract and contract administration activities relating to procurement and consultancy requirements.
3. Prepare correspondence and papers, including reports, documents and submissions for higher delegate and committee consideration.
4. As required, liaise with all relevant stakeholders including the Cryptographic Capability Manager, project, Defence, Commonwealth and industry personnel.
5. Attend progress meetings, tender evaluations and contract negotiations for capital projects as directed.

Selection Criteria

1. An awareness of modern communications with an emphasis on computer network communications and information assurance practices.
2. Experience in complex projects and contracts.
3. Ability to manage project activities, organise work, set priorities and meet deadlines in a diverse workload environment.
4. High level of written and oral communications skills together with well developed interpersonal skills.
5. Good personal attributes of self-motivation, outcome orientation, initiative, innovation and the ability to work both independently and as a member of a team.
6. Demonstrated knowledge of project management methodologies.

Qualifications

In most cases a tertiary degree or equivalent qualification will be required to achieve project management certification status in the DMO. In other cases an Australian Qualification Framework level VI qualifications and/or relevant work experience will be required. The qualification requirement for this position is reflected in the selection criteria and duty statement.

Certified status or an equivalent form of demonstrated professional expertise in project management will be considered favourably.

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 **Assistant Project 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

If unable to submit by e-mail, please contact Recruitment services (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/31180**. 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 Jon Glasson on **(02) 6266 1893** or jon.glasson@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**