



Australian Government
Department of Defence
Defence Materiel Organisation

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

DMO



**Project Manager
Executive Level 1**

DMO/31190

Location: Canberra, ACT

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|---|--|
| Job Reference number: | DMO/31190 |
| Position title: | Project Manager |
| APS level: | Executive Level 1 in accordance with the Defence Collective Agreement (DeCA) |
| Remuneration: | \$85,956 - \$96,958 + 15.4% Super |
| Group: | Defence Materiel Organisation |
| Division: | Electronic Systems |
| Branch / Directorate: | Command and Support Systems Branch Military Geographic Information Systems |
| Section: | Joint Intelligence Support Systems |
| Location: | Canberra, ACT |
| Employment arrangements: | Full Time 37.5 Hours per week |
| Type of employment opportunity: | Ongoing |
| *If Non-Ongoing, enter duration of Term: | |
| Security classification of position: | TOP SECRET POSITIVE VETTED |
| Contact officer: | Dr Socorro Cue (02) 626 55635 |
| 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 (ADF).

The Division's projects are concerned with information, command, control, communications, radar, electronic warfare, space and related systems. The Joint Intelligence Support Systems (JISS) Project Office produces Information Technology (IT) infrastructure and intelligence tools for the ADF, the next phase of the project will be focused on the delivery of intelligence applications across security domains. This project management role in the JISS Project Office will have involvement in application delivery and the sustainment of deployed IT systems.

Key Position Dimensions

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|--|------------|
| Reports to: | PDJISS EL1 |
| Number of Staff in the Work area: | 5 |

Position Duties

Under the broad direction of the Project Director, lead and manage a project team.

This includes, but is not limited to the following duties:

1. Manage and develop project planning, performance, cost and schedule documents and work breakdown structures in accordance with agreed procedures and performance standards. This includes contracts, budgets, resources, quality management, asset verification and visit coordination.
2. Administer and manage contracts to ensure the equipment or systems meet the required performance level and are introduced into service on time and within budget.
3. Monitor contractor performance against the approved project plans and initiate corrective action when required.
4. Contribute to preparations for project test, evaluation and acceptance programs.
5. Liaise with Commonwealth agencies, ADF Programs, in-service managers and contractors.
6. Contribute to the development of best practice in project management within the Defence Materiel Organisation.

Selection Criteria

Please note applicants are not required to address each dot point but to use these as a guide to address the selection criteria.

1. Achieves Results:
 - Establishes clear plans, reviews project performance, focuses on identifying opportunities for continuous improvement and adjusts plans as required.
 - Allocates and manages resources to achieve identified outcomes.
 - Steers and implements change in a positive manner.
2. Relationship Management:
 - Proactively builds and sustains relationships with a network of key stakeholders. Anticipates, and is responsive to their needs and expectations.
 - Encourages, mentors and develops people by identifying learning opportunities. Agrees on clear performance standards, provides timely feedback and empowers by delegating tasks.
 - Deals with underperformance promptly.
3. Communication Skills :
 - Confidently presents messages in a clear, concise and articulate manner. Focuses on key points and uses appropriate unambiguous language.

- Seeks to understand the audience and tailors communication style and message accordingly.
- Listens carefully to others and checks to ensure their views have been understood.
- Negotiates persuasively and strives to achieve and deliver identified outcomes.

4. Relevant Technical Knowledge:

- Demonstrates a sustainable track record of successful achievement in prescribed discipline; including professional expertise and skills that are recognised as meeting business and/or industry standards.
- Demonstrates ability to work collaboratively with industry to deliver project outcomes.

Qualifications

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, technical officers and accountants in DMO.

Employment Agreement

Terms of the Engagement

The successful candidate for the **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 \$85,956 - \$96,958 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 you do not have email access, 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/31190**. 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 **Dr Socorro Cue**, Director MGIS, **(02) 626 55635** or on socorro.cue@defence.gov.au

Order of Merit

An Order of Merit or a Merit Pool may be created from the list 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 **TOP SECRET PV** level clearance.

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