



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

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

**DMO**



**F-111 Disposals Project Manager  
EL1**

**DMO/31200**

**Location:  
Raaf Base, Amberley. QLD**

<b>Job Reference number:</b>	DMO/31200
<b>Position title:</b>	F-111 Disposals Project Manager
<b>APS level:</b>	APS EL1 in accordance with the Defence Collective Agreement ( <u>DeCA</u> )
<b>Remuneration:</b>	\$85,956 - \$96,958 + 15.4% Super
<b>Group:</b>	Defence Materiel Organisation
<b>Division:</b>	Aerospace Systems Division
<b>Branch / Directorate:</b>	Aerospace Combat Systems
<b>Section:</b>	Strike Reconnaissance Systems Program Office
<b>Location:</b>	Raaf Base Amberley Queensland
<b>Employment arrangements:</b>	Full Time 37.5 Hrs Per Week
<b>Type of employment opportunity:</b>	Non-Ongoing – Specified Task
<b>*If Non-Ongoing, enter duration of Term:</b>	Until 31 December 2012
<b>Security classification of position:</b>	SECRET
<b>Contact officer:</b>	WGCDR Mark Guedon (07) 5467 8090
<b>Closing date:</b>	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

SRSPO is seeking a capable, committed and motivated person to manage the F-111 Disposal Project within the Engineering Management Unit. This is an excellent opportunity to be involved in the disposal of the F-111 Weapon System and its associated materiel. The successful applicant will have demonstrated strong leadership, excellent oral and written communication skills, the ability to develop productive working relationships and achieve results.

**NOTE:** The successful applicant for this position will be employed under Section 22(2)(b) of the Public Service Act. It is expected the specified task will be completed by 31 December 2012. Where it appears the task will continue, the contract will be reviewed at the original estimated date for completion of the task.

Should a member of the Australian Public Service be successful they will fill the position on temporary transfer.

## Key Position Dimensions

Reports to:	WGCDR Chief Engineer
Number of Staff that Directly Report to Position:	3
Number of Staff in the Work area:	23

## Position Duties

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1. Lead and manage the F-111 Disposal Project to ensure the achievement of project goals and activities within schedule.
2. Direct the activities of subordinate staff to ensure effective outputs in disposal activities.
3. Work collaboratively with key stakeholders, including the Service customer and industry, to ensure the achievement of project goals.
4. Manage F-111 Disposal Project resources to ensure effective and efficient delivery of the projects outputs.
5. Provide expert advice and timely reporting to relevant stakeholders on the F-111 disposal activities, including Ministerial submissions.
6. Ensure compliance or seek waivers for all relevant technical, contractual, financial and Government, Departmental and DMO policies, regulations and requirements.

## Selection Criteria

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Note: Applicants are not required to address each dot point under the criterion, however when addressing each selection criteria applicants should take into consideration all dot points under each criteria when writing a response against the specific criterion.

### Selection Criterion 1 – Achieves Results in Project Management

- Substantial track record of successful project management of acquisition or sustainment projects in the aircraft domain.
- Focuses on timely resolution of issues.
- Track record of successful procurement of equipment or service.
- Demonstrated experience in the planning and general management of a project team; including reporting and briefing obligations and ability to lead a diverse project team.
- Demonstrated ability to undertake research and investigation into complex project issues, maintain a database of reports and other project documentation.

## **Selection Criterion 2 – Demonstrates Commercial, and/or Business Acumen**

- Experience in contract negotiation and management.
- Ability to work collaboratively with industry to deliver project outcomes.
- Understanding of financial management and budgeting principle and practices.
- Experience in procurement activities (and/or an understanding of the Commonwealth Procurement Guidelines).
- Demonstrated understanding and experience of project management and the ability to formulate and manage project plans, schedules and reports; analyse complex issues, identify appropriate solutions and take suitable courses of action.
- Experience in exercising financial delegations.

## **Selection Criterion 3 – Demonstrates team leadership**

- Translates strategic direction into operational goals.
- Harnesses information and opportunities.
- Shows judgement, intelligence and commonsense in problem solving.
- Builds team capability and responsiveness.

## **Selection Criterion 4 - Cultivates Productive Working Relationships**

- Builds and sustains internal and external relationships.
- Facilitates cooperation and partnerships, removes barriers.
- Values individual differences and diversity.
- Encourages, motivates and develops people.

## **Selection Criterion 5 - Communications with Influence**

- Communicates clearly.
- Listens, understands and adapts to audience.
- Negotiates persuasively.
- Proven representational, liaison and communication skills.
- Demonstrated ability in preparing detailed and high level responses, reports, Ministerial submissions, briefs and minutes within tight timeframes.
- Proven ability to respond to requests for information from external stakeholders including departmental, parliamentary and media enquiries related to the disposal project.

## **Selection Criterion 6 – Recent experience in Aerospace Engineering or Logistics management systems**

- Demonstrated thorough knowledge of Aerospace Engineering or Logistics systems relevant to disposal activities.
- Experience with (or understanding of) managing complex system integration.
- Experience with F-111 or similar Strike Fighter Aircraft systems and platforms.
- Demonstrated understanding or experience in logistics policies, processes and disposal activities.

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 F-111 Disposals Project Manager position will be engaged as a *non-ongoing employee* under the *Public Service Act 1999*.

**Note:** This position is a non-ongoing (task specific) opportunity available until COB 31 December 2012.

### 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 15.4% 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).

**[sq.jobs@defence.gov.au](mailto:sq.jobs@defence.gov.au)**

Please ensure "DMO/31200 – Your Name" is marked clearly in the subject heading of your email.

If unable to submit by e-mail, fax to: **(07) 3233 4425**

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/ 31200**. 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 WGCDR Mark Guedon (07) 5467 8090 or [mark.guedon@defence.gov.au](mailto:mark.guedon@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**