



Information Pack

Position Title:	Security Officer and Facilities Manager
Job Reference Number:	CASG/02373/18
Position APS Level:	APS Level 5
Position Location:	Rockingham, WA
Salary:	\$71,477 - \$76,561 (plus super)
Position/s:	1
Employment Status:	Ongoing - Actual vacancy Full time - 37.5 hours per week
Security Level:	Negative Vetting 1
Group:	Capability Acquisition and Sustainment Group
Division:	Maritime Systems
Branch:	Major Surface Ships
Directorate:	ANZAC SPO
Contact Officer:	s47F s47F s47F
Closing Date:	11:30pm (AEST), Thursday 09 August 2018 No extensions will be granted and late applications will not be accepted.

One APS Career...Thousands of Opportunities

About This Information Pack

This information pack provides useful material regarding the role that you are applying for and further advice to guide you with your application.

Position Description

The Department of Defence's Capability Acquisition and Sustainment Group (CASG) manages nationally significant projects and sustainment activities that are un-paralleled in size, scope, cost, risk and level of complexity. Our core business is to deliver world class capabilities, including services, to the Australian Defence Force (ADF) and optimal value for money outcomes to all our Defence clients. The ANZAC Systems Program Office (ANZAC SPO) is within the Capability Acquisition and Sustainment Group (CASG) /Maritime System Division (MSD) /Major Surface Ships (MSS) Branch, with our head quarter office located in Rockingham, WA.

The successful applicant will join the Business Management team as part of the Governance and Commercial group of the ANZAC SPO. The business management team currently consists of five APS and three Navy people. This position reports to the ANZAC SPO Business Manager. You will be expected to supervise two APS staff and therefore have previous supervisory experience. The position is responsible for delivering Defence Security Management, Facilities Management, and Administration Support within ANZAC SPO.

To perform the role of the ANZAC SPO Security Officer and Facility Manager, the ideal candidate will have:

- Demonstrated experience in being a Security Officer in Defence (highly preferable) or extensive knowledge of security requirements.
- Demonstrated experience in being a Facility Manager with an understanding of Defence estates services (highly preferable) or experience in being a Property Manager managing facility issues.
- Excellent interpersonal skills who communicates effectively and can negotiate with influence with a range of stakeholders.
- Demonstrated experience in supervising staff and experience with having difficult or challenging conversations.
- The ability to work in a busy environment, meets deadlines and be able to prioritise their work.
- A high degree of self-motivation and has a positive attitude.
- You must also hold, or be willing to disclose all relevant required information in order to obtain, a NV1 security clearance.

If you require further information please call the contact officer on the front of this Information Pack.

Occupation Description

The work of the Administration function in Defence: Plan, manage and perform business support, clerical, administrative and managerial activities including human resources, finance, travel, program implementation, policy development, records management, procurement, capability management, quality assurance, governance, contract management and project support functions. Translate, understand, implement, use, improve, administer, comply and promote legislative, regulatory, procedural, policy and program requirements within Defence. Within the Administration function an APS5 Administration Officer is

accountable under limited direction to undertake complex procedural, operational, administrative and business support tasks and activities within an integrated workforce. They will work within a framework of legislation, established principles, work practices and procedures in accordance with Defence's mission and business objectives.

An APS5 Administration Officer will take individual responsibility for accurate completion of work and will apply the skills, knowledge and experience necessary to provide advice and support for a range of interrelated administration and business management activities involving differing, unrelated and established processes and methodologies. They will undertake various activities that support the delivery of human resources, finance, travel, program implementation, policy development, records management, procurement, capability management, quality assurance, governance, contract management and project support functions across Defence.

An APS5 Administration Officer may coordinate and contribute to the work of a team consistent to a work plan and provide advice and assistance on methods of task completion to team members. They may be a team coach or supervise a small team and are expected to be capable of reviewing and developing the quality of work undertaken by others within a work group. They will have some authority and discretion to exercise initiative and judgment to achieve results.

An APS5 Administration Officer will be required to engage with relevant stakeholders to identify expectations and concerns and develop a clear understanding of the issues and solutions to achieve outcomes. They will be accountable to contribute towards ongoing self-improvement and professional development.

Duty Statement

The duties of an APS5 Administration Officer occupation in Defence include the following (note: not all duties are required to be performed during a 12 month performance cycle):

1. Perform complex tasks and activities, work to agreed priorities and outcomes that support the delivery of procedural, operational, administrative and business support activities across Defence.
2. Accountable to respond to complex operational, procedural, administrative and business support related enquiries and apply the skills, knowledge and experience necessary to provide advice and services.
3. Identify and interpret relevant legislation, work practices, procedures and policies and apply these to the work area.
4. Explain and apply the operational, technical and resources requirements of an activity and assist in the coordination, delivery and reporting of that activity.
5. Work collaboratively and operate as an effective team member and provide constructive feedback.
6. Build and sustain relationships with team members, stakeholders, and actively participate in team work and group activities.
7. Progress work to meet business objectives, recommend solutions for issues impacting on the achievement of desired outcomes and seek advice and guidance on more complex issues.

8. Consolidate and analyse data and information, coordinate and assist in the preparation of written submissions, briefs, inquiry outcomes, corporate reports, minutes and other correspondence for Defence and external stakeholders.
9. Seek clarity and understand the reasons for decisions and recommendations and explain to others how they are relevant to the work being undertaken.

Assessment Criteria

Applicants should address the assessment criteria and provide examples which demonstrate their ability to perform the duties of the position.

You should be mindful that all information contained in your application must be 'UNCLASSIFIED'. Applications containing classified information will not be considered by the Selection Delegate.

Prior to preparing your application you must also ensure that you meet the eligibility requirements outlined in this Information Pack. In particular, please note the time frames relating to checkable background to meet security clearance requirements.

When you include an example, you should explain;

- Your personal role in the task
- The methods you used
- Any barriers you were able to overcome and
- The outcome.

Applicants are to provide a single 1000 word response addressing the following: In the context of the position description, demonstrate your ability to provide a broad range of support services which include:

- Demonstrated experience in being a Security Officer in Defence (highly preferable) or extensive knowledge of security requirements.
- Demonstrated experience in being a Facility Manager with an understanding of Defence estates services (highly preferable) or experience in being a Property Manager managing facility issues.
- Excellent interpersonal skills who communicates effectively and can negotiate with influence with a range of stakeholders.
- Demonstrated experience in supervising staff and experience with having difficult or challenging conversations.

RecruitAbility Scheme

The Department of Defence is committed to supporting the employment and career development of people with disability. Our participation in the APS RecruitAbility scheme means we will progress an applicant with disability to a further stage in the recruitment process, where they opt into the scheme and meet the minimum requirements for the position.



How do I opt into the RecruitAbility scheme?

You will be asked to indicate if you wish to opt into the RecruitAbility scheme in the Diversity section of the application form. You must tick the 'opt in' box to participate in the scheme. Simply declaring that you have a disability will not automatically include you in the scheme.

Reasonable adjustments

We provide reasonable adjustments such as access, equipment or other practical support at relevant stages of the recruitment process. Please contact the Contact Officer listed on the first page of this information pack if you need any adjustments made.

Details about the RecruitAbility scheme can be found at the Australian Public Service Commission's website, see: <http://www.apsc.gov.au/priorities/disability/recruitability>.

What do we mean by disability?

For the purposes of the scheme, 'disability' is:

a limitation, restriction or impairment which has lasted, or is likely to last, for at least six months and restricts everyday activities. This includes:

- *loss of sight (not corrected by glasses or contact lenses)*
- *loss of hearing where communication is restricted, or, an aid to assist with or substitute for hearing is used*
- *speech difficulties*
- *shortness of breath or breathing difficulties causing restriction*
- *chronic or recurrent pain or discomfort causing restriction*
- *blackouts, fits, or loss of consciousness*
- *difficulty learning or understanding*
- *incomplete use of arms or fingers*
- *difficulty gripping or holding things*
- *incomplete use of feet or legs*
- *nervous or emotional condition causing restriction*
- *restriction in physical activities or in doing physical work*
- *disfigurement or deformity*
- *mental illness or condition requiring help or supervision*
- *long-term effects of head injury, stroke or other brain damage causing restriction*
- *receiving treatment or medication for any other long-term conditions or ailments and still restricted*
- *any other long-term conditions resulting in a restriction.*

The two parts of the definition are the presence of a limitation, restriction or impairment which restricts everyday activities; and the expected longevity of the condition (6 months or more). This also includes episodic conditions.

The definition covers many types of disability. You do not need evidence of your disability to opt into the scheme, but you are making a declaration to the APS that you meet the definition.

Diversity and Inclusion

The range and nature of work in Defence requires a workforce that reflects our diverse society. We welcome applications from Indigenous Australians, people from diverse cultural and linguistic backgrounds and people with disabilities. We are committed to providing an environment that values diversity and supports employees to reach their full potential.

Defence will accommodate all requests for reasonable adjustment for people with disabilities to assist in the application process and if successful, the inherent requirements of the position.

If you have individual requirements that need to be accommodated in order to participate in an interview or assessment centre please inform the contact person listed on the front of this Information Pack.

For confidential advice contact: diversitypolicyandprograms@defence.gov.au.

Relocation Assistance

For **ongoing** positions, successful applicants will be provided with relocation assistance, if required, and in accordance with Defence policy. Further information on relocations assistance will be available to the successful applicant through the Chairperson of the selection panel.

For **non-ongoing** positions, relocations assistance, if required, must be discussed with the Contact Officer for consideration.

Employment Agreement

Terms of the Engagement

The successful applicant for the position noted in this Information Pack will be engaged under the *Public Service Act 1999*.

Remuneration Package

In accordance with Defence Enterprise Agreement ([DEA](#)) 2017 - 2020 the successful candidate will receive an attractive remuneration package with a salary within the range noted on the front page of this Information Pack and superannuation paid in accordance with legislative requirements.

Flexible Working Arrangements

Defence assists its Australian Public Service (APS) employees to balance their work and lives through the provision of flexible working arrangements and conditions, flexible leave arrangements and by promoting wellbeing in the [Defence Enterprise Agreement \(DEA\) 2017 - 2020](#).

For more information on workplace flexibilities within Defence, please refer to our [Work Life Balance](#) web page. Should you require consideration of a flexible working arrangement (e.g. flexible working hours or part-time hours) this should be discussed at interview.

Australian Public Service Values

The Australian Public Service have Values and Employment Principles that shape the organisational culture of the Public Service. The Australian Public Service is:

- Impartial
- Committed to Service
- Accountable
- Respectful
- Ethical

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The values and employment principles can be found at the [Australian Public Service Commission website](#).

Defence Values

The Department of Defence has a framework of values that work alongside the [APS Values](#) and the values of [Navy](#), [Army](#) & [Air Force](#) to reflect the traditions and identities of the Australian Defence Force (ADF) and the APS. The values underpin the Defence corporate culture, contribute to achieving organisational goals and the basis of the behaviours expected of our people and leaders; both APS and ADF.

The Defence Values:

Professionalism	Striving for excellence in everything we do.
Loyalty	Being committed to each other, our leaders and the organisation.
Integrity	Doing what is right.
Courage	The strength of character to do what is right – extending to both courage of convictions (moral courage) and courage in harm's way (physical courage).
Innovation	Actively looking for better ways of doing business.
Teamwork	Working together with respect, trust and a sense of collective purpose.

Defence Leadership Behaviours

Defence is committed to implementing a strong performance culture. A key component of this is to increase the focus on supervisory and leadership requirements. Key behaviours required for all leaders and supervisors are:

- I am a **leader** who is focused on achieving Defence outcomes and I ensure my team understands how their work contributes to these **outcomes**.
- I build teams through managing performance **honestly** and **respectfully**.
- I seek out and accept the **diverse perspectives** of others in exploring opportunities and solving problems; I trust they will offer good ideas and will challenge in a constructive and respectful way.
- I take calculated **risks** and make **judgements** about what risks are necessary and acceptable to deliver the outcome.
- I am **accountable** for my actions and how I respond to the actions of those around me.
- I learn and reflect on my **performance** and that of my team.
- I actively adapt and seek to **innovate**.

Application Instructions

We recommend you start your application on eRecruit as soon as possible. It is best to complete your Selection Criteria in Microsoft Word then copy, paste and save each criterion into the system.

For more information please refer to the [Applicant User Guide](#).

All applications must be submitted through the online application system prior to the closing date.

NOTE: Do not withdraw your application for editing. **Once you have withdrawn your application, you will NOT be able to re-submit it or submit another application for this vacancy.**

Further advice on addressing selection criteria can be found the [‘Cracking the Code’](#) publication located on the Australian Public Service Commission website.

You do not need to include written referee reports with your application. However, you should include the names and contact details of two referees who can comment on your work performance. We expect that one of your referees will be your current supervisor or manager. If you don't want us to contact your referees without advising you first, indicate this in your application.

Vacancies will be extended **in exceptional circumstances only**. Applicants requesting an extension **must** contact the Contact Officer **24 hours prior** to the vacancy closing date.

PLEASE NOTE: **APS Careers @ Defence** is for job seekers only. We do not accept unsolicited resumes or applications from recruitment agencies and/or search firms and will not pay fees to any such organisations unless arranged with the provider prior to advertising the vacancy.

Withdrawing an Application

If you have submitted an application, but no longer wish to be considered for the position, you need to withdraw your application online.

PLEASE NOTE: Once you withdraw your application you will be unable to re-submit it or submit another application for this vacancy.

For more information on withdrawing your application via the APS Careers @ Defence eRecruit system, please refer to our [Applicant User Guide](#).

If you withdraw your application **after the closing date**, please **inform the Contact Officer** through the phone number on the front page of this Information Pack.

Selection Process

Defence APS recruitment processes are based on merit which means that we select the best person for the job from a field of applicants. We compare and weigh-up the skills, experience and abilities of each applicant and often use different tools and techniques (such as written applications, interviews and/or work sample tests) to collect the evidence needed to make a merit-based decision.

Merit List

A merit list 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.

Suitable applicants' details may be shared with other APS Agencies in accordance with the [APS Commissioner's Directions 2016](#).

Eligibility

Employment with the Department of Defence is subject to conditions prescribed within the **Citizenship** - To be eligible for employment with Defence, applicants must be an Australian citizen. Only in exceptional circumstances can this requirement be waived.

Health Assessment - The preferred applicant will be required to undergo a medical examination conducted by the Department's preferred medical provider.

Security Clearance - The preferred applicant may be required to successfully undergo the security clearance vetting process at a specified clearance level. The preferred applicant **MUST** be willing to disclose all relevant and required information.

The preferred applicant **MUST** have lived in Australia, or have a checkable background, for at least the preceding:

- **Five** years for BASELINE VETTING clearances, or
- **Ten** years for NEGATIVE VETTING Level 1 / NEGATIVE VETTING Level 2 clearances, or

- POSITIVE VETTING clearances – The checkable period is ten years *OR* from 16 years of age, whichever is greater.

Important: You must be able to provide background information to the Australian Government Security Vetting Agency (AGSVA), to cover the relevant period of time in line with the required security clearance for this position. Details of the information and documents you are required to provide can be found on the [Security Clearance - Fact Sheet](#). Please ensure that you read this information thoroughly and confirm that you are able to provide the necessary documents if you apply for the position.

The security clearance level required for this position can be found on the front page of this Information Pack.

More information on the security clearance vetting process is available on the [Australian Government Security Vetting Agency \(AGSVA\) website](#).

**Thank you for your interest
Department of Defence**


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Add New Vacancy (New Notice)

Use the form below to notify an upcoming opportunity for employment with your department/agency. Required fields are marked with an asterisk (*).

New notice in: * PS18-Mon - 30 Apr 2018

Agency	Position	Duties	Notice Details	Review	Submit
Notice Number:	10724763				
Submit Notice in:	PS18-Mon - 30 Apr 2018				
Notice type:	Vacancy				
Created:	24 April 2018 at 15:25 PM by	\$47F	:S47F		
Last Modified:	24 April 2018 at 15:25 PM by	\$47F	:S47F		
CA:	G00033				
SES?	No				



Defence

Vacancy N.N. 10724763

Department of Defence

Closing date: Monday, 14 May 2018

Job Title:	Business Support Officer
Division:	Capability Acquisition and Sustainment Group
Branch:	Maritime Systems
Section:	Major Surface Ships
Job Type:	Ongoing, Full-time
Salary:	\$57,500 - \$63,357
Location:	Rockingham - WA
Classification:	APS Level 3
Agency Employment Act:	PS Act 1999
Position No:	CASG/01595/18
Agency Website:	http://www.defence.gov.au/apscareers

Job Description

Duties

The Department of Defence's Capability Acquisition and Sustainment Group (CASG) manages nationally significant projects and sustainment activities that are un-paralleled in size, scope, cost, risk and level of complexity. Our core business is to deliver world class capabilities, including services, to the Australian Defence Force (ADF) and optimal value for money outcomes to all our Defence clients.

The ANZAC Systems Program Office (ANZAC SPO) is within the Capability Acquisition and Sustainment Group (CASG) /Maritime System Division (MSD) /Major Surface Ships (MSS) Branch, with our head quarter office located in Rockingham, WA. The successful applicant will join the Business Management team as part of the Governance and Commercial group of the ANZAC SPO. The business management team currently consists of four APS and three Navy people, including a Manager and supervisor. You will be expected to supervise one APS colleague and therefore have previous supervisory experience. The team is responsible for: Defence Security Management, Facilities Management, Records Management, Administration Support, and HR Management.

To perform the role of the Business Support Officer, the ideal candidate will have:

- The ability to manage administrative and executive support functions in a Defence environment to a high standard.
- The ability to work in a busy environment, meets deadlines and be able to prioritise their work.
- A high degree of self-motivation and a positive attitude.
- Excellent interpersonal skills with the ability to communicate clearly and with influence.
- Experience in records management and or an understanding or willingness to learn Defence Records Management and Information Management policy requirements.
- An understanding or a willingness to learn Defence Security requirements.
- You must also hold, or be willing to obtain, a NV1 security clearance.
- Previous supervisory experience. No formal qualifications are required for this position.

Eligibility

Applicants must be able to obtain and maintain a security clearance at 'Negative Vetting Level 1'.

Notes

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet

the minimum requirements for the job. For more information see:
<http://www.apsc.gov.au/priorities/disability/recruitability>.

To Apply

Position Contact:	s47F
Agency Recruitment Site:	http://www.defence.gov.au/apscareers

Applicants to vacancies notified in all formats of the electronic Public Service Gazette should be aware that:
· the names of successful applicants may also be notified in all formats of the electronic Public Service Gazette
· applicants found suitable may be offered similar employment opportunities by other Australian Public Service agencies

This notice is part of the electronic Public Service Gazette PS18-Mon - 30 Apr 2018 Published by Australian Public Service Commission.

Job category:	Administration
Identified position?	No
Affirmative measure vacancy - Indigenous?	No
Affirmative measure vacancy - Disability?	No
Graduate program?	No
ISAC program?	No
RecruitAbility scheme?	Yes
Postcodes	6168
Expected vacancy?	No
Publish on Australian Job Search?	Yes

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Information Pack

Position Title:	Business Support Officer
Job Reference Number:	CASG/01595/18
Position APS Level:	APS Level 3
Position Location:	Rockingham, WA
Salary:	\$57,500 - \$63,357 (plus super)
Position/s:	1
Employment Status:	Ongoing - Expected Employment Opportunity Full time - 37.5 hours per week
Security Level:	Negative Vetting 1
Group:	Capability Acquisition and Sustainment Group
Division:	Maritime Systems
Branch:	Major Surface Ships
Directorate:	ANZAC SPO
Contact Officer:	s47F s47F s47F
Closing Date:	11:30pm (AEST), Monday 14 May 2018 No extensions will be granted and late applications will not be accepted.

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The ANZAC Systems Program Office (ANZAC SPO) is within the Capability Acquisition and Sustainment Group (CASG) /Maritime System Division (MSD) /Major Surface Ships (MSS) Branch, with our head quarter office located in Rockingham, WA. The successful applicant will join the Business Management team as part of the Governance and Commercial group of the ANZAC SPO. The business management team currently consists of four APS and three Navy people, including a Manager and supervisor. You will be expected to supervise one APS colleague and therefore have previous supervisory experience. The team is responsible for: Defence Security Management, Facilities Management, Records Management, Administration Support, and HR Management.

To perform the role of the Business Support Officer, the ideal candidate will have:

- The ability to manage administrative and executive support functions in a Defence environment to a high standard.
- The ability to work in a busy environment, meets deadlines and be able to prioritise their work.
- A high degree of self-motivation and a positive attitude.
- Excellent interpersonal skills with the ability to communicate clearly and with influence.
- Experience in records management and or an understanding or willingness to learn Defence Records Management and Information Management policy requirements.
- An understanding or a willingness to learn Defence Security requirements.
- You must also hold, or be willing to obtain, a NV1 security clearance.
- Previous supervisory experience. No formal qualifications are required for this position.

If you require further information please call the contact officer on the front of this Information Pack.

Occupation Description

The work of the Administration function in Defence: Plan, manage and perform business support, clerical, administrative and managerial activities including human resources, finance, travel, program implementation, policy development, records management, procurement, capability management, quality assurance, governance, contract management and project support functions. Translate, understand, implement, use, improve, administer, comply and promote legislative, regulatory, procedural, policy and program requirements within Defence.

Within the Administration function an APS3 Administration Officer is accountable under limited direction to undertake straightforward procedural, operational, administrative and

business support tasks and activities within an integrated workforce. They will work within a framework of legislation, established principles, work practices and procedures in accordance with Defence's mission and business objectives.

An APS3 Administration Officer will take individual responsibility for accurate completion of work and will apply the skills, knowledge and experience necessary to provide advice and support for a range of straightforward administration and business management activities. These include undertaking various tasks and activities that support the delivery of human resources, finance, travel, program implementation, policy development, records management, procurement, capability management, quality assurance, governance, contract management and project support functions across Defence.

An APS3 Administration Officer may have limited stakeholder engagement and will be required to respond under direction to changes in stakeholder needs and expectations to achieve outcomes. They will be accountable to contribute towards ongoing self-improvement and professional development and will be expected to share information and when directed to coordinate or supervisor employees performing an activity.

Duty Statement

The duties of an APS3 Administration Officer occupation in Defence include the following (note: not all duties are required to be performed during a 12 month performance cycle):

1. Perform straightforward tasks that support the delivery of procedural, operational, administrative and business support activities across Defence.
2. Respond to straightforward operational, procedural, administrative and business support enquiries and maintain accurate records and files in accordance with relevant Defence work practices, procedures and policies.
3. Acquire and apply the skills, knowledge and experience necessary to provide advice and services for a range of straightforward operational, procedural, administrative and business support activities.
4. Clarify and apply an understanding of Defence's corporate requirements including relevant legislation, established principles, work practices and procedures necessary to achieve work area outcomes.
5. Build and sustain relationships with team members, stakeholders and actively participate in team work and group activities.
6. Listen to internal and external stakeholders and respond under limited direction to changes in stakeholder needs and expectations to achieve outcomes.
7. Collect and consolidate data and information and provide assistance in the preparation of written submissions, reports and other correspondence for internal and external stakeholders.
8. Select the appropriate course of action to progress work to meet business objectives, seek advice and guidance on more complex issues.
9. Understand the operational, technical and resources requirements of a task and assist in the coordination, delivery and reporting of that task.

Assessment Criteria

Applicants should address the assessment criteria and provide examples which demonstrate their ability to perform the duties of the position.

You should be mindful that all information contained in your application must be 'UNCLASSIFIED'. Applications containing classified information will not be considered by the Selection Delegate.

Prior to preparing your application you must also ensure that you meet the eligibility requirements outlined in this Information Pack. In particular, please note the time frames relating to checkable background to meet security clearance requirements.

When you include an example, you should explain;

- Your personal role in the task
- The methods you used
- Any barriers you were able to overcome and
- The outcome.

PLEASE NOTE: Applicants are required to provide a single 600 word response addressing the following: In the context of the position description and duty statement above, demonstrate your ability to provide a broad range of support services which include:

- Demonstrated experience and competency in: providing executive assistance to senior managers, security management and records management
- Ability to work in a secure environment where discretion is essential.
- Demonstrate ability to work in a busy environment where you have had to prioritise competing tasks.

RecruitAbility Scheme

The Department of Defence is committed to supporting the employment and career development of people with disability. Our participation in the APS RecruitAbility scheme means we will progress an applicant with disability to a further stage in the recruitment process, where they opt into the scheme and meet the minimum requirements for the position.

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How do I opt into the RecruitAbility scheme?

You will be asked to indicate if you wish to opt into the RecruitAbility scheme in the Diversity section of the application form. You must tick the 'opt in' box to participate in the scheme. Simply declaring that you have a disability will not automatically include you in the scheme.

Reasonable adjustments

We provide reasonable adjustments such as access, equipment or other practical support at relevant stages of the recruitment process. Please contact the Contact Officer listed on the first page of this information pack if you need any adjustments made.

Details about the RecruitAbility scheme can be found at the Australian Public Service Commission's website, see: <http://www.apsc.gov.au/priorities/disability/recruitability>.

What do we mean by disability?

For the purposes of the scheme, 'disability' is:

a limitation, restriction or impairment which has lasted, or is likely to last, for at least six months and restricts everyday activities. This includes:

- *loss of sight (not corrected by glasses or contact lenses)*

- *loss of hearing where communication is restricted, or, an aid to assist with or substitute for hearing is used*
- *speech difficulties*
- *shortness of breath or breathing difficulties causing restriction*
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- *blackouts, fits, or loss of consciousness*
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Diversity and Inclusion

The range and nature of work in Defence requires a workforce that reflects our diverse society. We welcome applications from Indigenous Australians, people from diverse cultural and linguistic backgrounds and people with disabilities. We are committed to providing an environment that values diversity and supports employees to reach their full potential.

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Terms of the Engagement

The successful applicant for the position noted in this Information Pack will be engaged under the *Public Service Act 1999*.

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In accordance with Defence Enterprise Agreement ([DEA](#)) 2017 - 2020 the successful candidate will receive an attractive remuneration package with a salary within the range noted on the front page of this Information Pack and superannuation paid in accordance with legislative requirements.

Flexible Working Arrangements

Defence assists its Australian Public Service (APS) employees to balance their work and lives through the provision of flexible working arrangements and conditions, flexible leave arrangements and by promoting wellbeing in the [Defence Enterprise Agreement \(DEA\) 2017 - 2020](#).

For more information on workplace flexibilities within Defence, please refer to our [Work Life Balance](#) web page. Should you require consideration of a flexible working arrangement (e.g. flexible working hours or part-time hours) this should be discussed at interview.

Australian Public Service Values

The Australian Public Service have Values and Employment Principles that shape the organisational culture of the Public Service. The Australian Public Service is:

- Impartial
- Committed to Service
- Accountable
- Respectful
- Ethical

ICARE

The values and employment principles can be found at the [Australian Public Service Commission website](#).

Defence Values

The Department of Defence has a framework of values that work alongside the [APS Values](#) and the values of [Navy](#), [Army](#) & [Air Force](#) to reflect the traditions and identities of the Australian Defence Force (ADF) and the APS. The values underpin the Defence corporate culture, contribute to achieving organisational goals and the basis of the behaviours expected of our people and leaders; both APS and ADF.

The Defence Values:

Professionalism	Striving for excellence in everything we do.
Loyalty	Being committed to each other, our leaders and the organisation.
Integrity	Doing what is right.
Courage	The strength of character to do what is right – extending to both courage of convictions (moral courage) and courage in harm's way (physical courage).
Innovation	Actively looking for better ways of doing business.
Teamwork	Working together with respect, trust and a sense of collective purpose.

Defence Leadership Behaviours

Defence is committed to implementing a strong performance culture. A key component of this is to increase the focus on supervisory and leadership requirements. Key behaviours required for all leaders and supervisors are:

- I am a **leader** who is focused on achieving Defence outcomes and I ensure my team understands how their work contributes to these **outcomes**.
- I build teams through managing performance **honestly** and **respectfully**.
- I seek out and accept the **diverse perspectives** of others in exploring opportunities and solving problems; I trust they will offer good ideas and will challenge in a constructive and respectful way.
- I take calculated **risks** and make **judgements** about what risks are necessary and acceptable to deliver the outcome.
- I am **accountable** for my actions and how I respond to the actions of those around me.
- I learn and reflect on my **performance** and that of my team.
- I actively adapt and seek to **innovate**.

Application Instructions

We recommend you start your application on eRecruit as soon as possible. It is best to complete your Selection Criteria in Microsoft Word then copy, paste and save each criterion into the system.

For more information please refer to the [Applicant User Guide](#).

All applications must be submitted through the online application system prior to the closing date.

NOTE: Do not withdraw your application for editing. **Once you have withdrawn your application, you will NOT be able to re-submit it or submit another application for this vacancy.**

Further advice on addressing selection criteria can be found the [‘Cracking the Code’](#) publication located on the Australian Public Service Commission website.

You do not need to include written referee reports with your application. However, you should include the names and contact details of two referees who can comment on your work performance. We expect that one of your referees will be your current supervisor or manager. If you don’t want us to contact your referees without advising you first, indicate this in your application.

Vacancies will be extended **in exceptional circumstances only**. Applicants requesting an extension **must** contact the Contact Officer **24 hours prior** to the vacancy closing date.

PLEASE NOTE: **APS Careers @ Defence** is for job seekers only. We do not accept unsolicited resumes or applications from recruitment agencies and/or search firms and will not pay fees to any such organisations unless arranged with the provider prior to advertising the vacancy.

Withdrawing an Application

If you have submitted an application, but no longer wish to be considered for the position, you need to withdraw your application online.

PLEASE NOTE: Once you withdraw your application you will be unable to re-submit it or submit another application for this vacancy.

For more information on withdrawing your application via the APS Careers @ Defence eRecruit system, please refer to our [Applicant User Guide](#).

If you withdraw your application **after the closing date**, please **inform the Contact Officer** through the phone number on the front page of this Information Pack.

Selection Process

Defence APS recruitment processes are based on merit which means that we select the best person for the job from a field of applicants. We compare and weigh-up the skills, experience and abilities of each applicant and often use different tools and techniques (such as written applications, interviews and/or work sample tests) to collect the evidence needed to make a merit-based decision.

Merit List

A merit list 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.

Suitable applicants' details may be shared with other APS Agencies in accordance with the [APS Commissioner's Directions 2016](#).

Eligibility

Employment with the Department of Defence is subject to conditions prescribed within the Public Service Act 1999.

Citizenship - To be eligible for employment with Defence, applicants must be an Australian citizen. Only in exceptional circumstances can this requirement be waived.

Health Assessment - The preferred applicant will be required to undergo a medical examination conducted by the Department's preferred medical provider.

Security Clearance - The preferred applicant may be required to successfully undergo the security clearance vetting process at a specified clearance level. The preferred applicant **MUST** be willing to disclose all relevant and required information.

The preferred applicant **MUST** have lived in Australia, or have a checkable background, for at least the preceding:

- **Five** years for BASELINE VETTING clearances, or
- **Ten** years for NEGATIVE VETTING Level 1 / NEGATIVE VETTING Level 2 clearances, or
- POSITIVE VETTING clearances – The checkable period is ten years *OR* from 16 years of age, whichever is greater.

Important: You must be able to provide background information to the Australian Government Security Vetting Agency (AGSVA), to cover the relevant period of time in line with the required security clearance for this position. Details of the information and documents you are required to provide can be found on the [Security Clearance - Fact Sheet](#). Please ensure that you read this information thoroughly and confirm that you are able to provide the necessary documents if you apply for the position.

The security clearance level required for this position can be found on the front page of this Information Pack.

More information on the security clearance vetting process is available on the [Australian Government Security Vetting Agency \(AGSVA\) website](#).

**Thank you for your interest
Department of Defence**



APS Level 4 - Business Support Officer

Job Reference Number:	CASG/03960/22
Salary:	\$69,811 - \$76,215 (plus Super)
Position Location:	Rockingham - WA
Employment Status:	Ongoing - Actual vacancy - Full time (37.5 hours per week)
Security Level:	Baseline Vetting
Group:	Capability Acquisition and Sustainment Group
Division:	Maritime Systems
Contact Officer:	s47F
	s47F
	s47F

Closing Date: 11:30pm (AEST), Sunday 14 August 2022
Extensions may be granted in exceptional circumstances only.



Your Role

The business management team currently consists of four Australian Public Service (APS) positions. The role of the Business Support Officer (BSO) is responsible for:

- Security and Facility Management, assisting the Security and Facility Manager who ensures Anzac SPO remains compliant with Defence Security policy and managing building maintenance and repairs. Act as the Security and Facility Manager when required.
- Business administration support to the Anzac SPO Director and other senior managers including management of travel, emails and diaries.
- Office administration duties, including payment of invoices, purchase order creations, induction and separation of staff, and electronic filing.
- Administrative project work using Defence mandated records management tool, Objective.

Our Ideal Candidate

The successful applicant reports to the Anzac SPO Security and Facility Manager. To perform the role of the BSO, the ideal candidate will have:

- Knowledge or Experience relating to implementing Defence Security (highly considered); or the ability to learn and comprehend quickly Defence Security requirement.
- Experience in managing administrative and executive support functions to a high standard.
- The ability to work in a busy environment, meets deadlines and be able to prioritise their work.
- A high degree of self-motivation and a positive/can-do attitude.
- Excellent interpersonal skills with the ability to communicate clearly and with influence.
- Experience in records management and or an understanding or willingness to learn Defence Records Management and Information Management policy requirements.
- You must also hold, or be able to obtain, a Negative Vetting 1 security clearance.

Our Organisation

Defence's primary mission is to protect Australia and its national interests, promote security and stability in the world, and support the Australian community as directed by the Government.

Defence Australian Public Service (APS) employees are engaged in an array of occupations, across Australia and around the world, enabling our three services: Navy, Army and Air Force, to fulfil key defensive roles as well as providing a range of peacetime services.

In Defence, you will enjoy experiences and opportunities that, as an APS employee, you simply would not get in any other organisation. You are able to undertake interesting, challenging and unique work. This ranges from intelligence and strategic policy right through to human resources, communications, infrastructure and engineering, and information technology.

Defence is committed to recruiting the right people, in the right jobs, at the right time - whether it is creating, acquiring or delivering Defence capability. Our greatest asset is our people.

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A more diverse workforce supported by an inclusive culture enhances Defence's capability and effectiveness, as it draws on different ideas to innovate and adapt to a rapidly evolving strategic environment and the changing nature of warfare. Building 'Capability through Inclusion' is one Defence's six cultural reform priorities under [Pathway to Change: Evolving Defence Culture 2017 – 2022](#).

Our [Values and Behaviours](#) reflect the traditions and identities of the Australian Defence Force (ADF) and the APS. The values underpin Defence's corporate culture and contribute to achieving organisational goals.

Defence accommodates requests for reasonable adjustment for people with disability to assist in the application process and if successful, the inherent requirements of the position. Please inform the contact person listed on the front of this Information Pack should you require adjustments to be put in place. The [RecruitAbility](#) process applies to this role.

Defence's commitment to Indigenous Reconciliation, Aboriginal and Torres Strait Islander communities, and the whole-of-Government *Closing the Gap* strategy is outlined in [Defence's Reconciliation Action Plan 2019-2022](#).

Defence provides relocation assistance to eligible APS employees required to relocate. The level of assistance will vary depending on the reason for relocating and your personal circumstances. For more information, please [download the APS Relocation Assistance Handbook](#).

Our Group

Working in the Chief Information Officer Group (CIOG), you will be contributing your expertise to some of the most technically demanding and complex ICT transformation projects being undertaken in Australia. CIOG is transforming Defence's ICT capabilities. We build and maintain critical infrastructure and systems, such as classified and secure military systems. We manage one of the largest ICT networks in Australia and provide a modern, secure, sustainable and scalable information environment to enable current and future military and business operations.

Our vision is a CIOG where everyone understands how we can use technology to enable war fighting as well as our day-to-day business. We apply new ways of thinking and working that allow us to take advantage of faster, better and more efficient ways of delivering ICT Services. Supporting Defence in this technology dominated era requires a different, more responsive and agile approach to everything, from our strategy, through to our processes, policies and people.

We are diverse, agile and strive for a positive workforce culture where people feel valued and where we take pride in our work. We foster a work environment where individual differences are valued and utilised. We leverage the unique knowledge and experience of our people to enhance our capability. Everyone has something to contribute.

CIOG offers the opportunity to work in the largest and most complex ICT environment in Australia with a competitive salary, flexible work hours and work-life balance, generous leave (with the ability to purchase more), and 15.4% superannuation, paid paternity/maternity leave, retirement planning, and wellness programs. We invest in your career development through funding your professionalisation and training programs and offer a variety of opportunities nationally.

Our Team

The Anzac Systems Program Office (Anzac SPO) sits within the Capability Acquisition and Sustainment Group (CASG) / Maritime System Division (MSD) / Major Surface Ships (MSS) Branch. The headquarters for the Anzac SPO is located in Rockingham, Western Australia, with a project infrastructure located at Henderson Maritime Precinct, in Henderson, WA and Fleet base East, HMAS Kuttabul, NSW.

The Anzac SPO is a dynamic and challenging work environment responsible for through life support of the Anzac Class FFH warships. The Anzac SPO is a strategic planning governance and assurance organisation, that optimises the through life support of the Anzac Class warships. Through collaboration with Navy and Defence Industry, the Anzac SPO efficiently delivers safe, reliable and capable warships on time, every time.

The Business Management Team are a small group of motivated and professional individuals within the Commercial and Governance Group within Anzac SPO. The Business Management Team is responsible for providing enabling support administration functions. We value team focused people with ideas and the ability to present them persuasively; as well as the drive and skills to see them implemented. We take pride in our reputation for acting with integrity, leading change and contributing to the capability of our Australian Defence Force (ADF).

Our Work Environment

As the range and nature of work in Defence is so diverse, so are the different work environments that our employees are located in.

The workplace environment requirements for this role include:

- Computer Use,
- Sitting at desk,
- Cyclic Workload

How To Apply

Apply for this role by submitting your application through our [online recruitment system \(eRecruit\)](#) located at Defence APS Careers. If you have any questions regarding this role, email the contact officer.

For more information please refer to the [Applicant User Guide](#). Further advice on addressing selection criteria can be found in [‘Cracking the Code’](#) publication located on the Australian Public Service Commission website.

Vacancies will be extended **in exceptional circumstances only**. Applicants requesting an extension must contact the Contact Officer **24 hours prior** to the vacancy closing date.

Assessment Criteria

In your application you should provide a copy of your current Resume/CV and address the following:

Applicants are required to provide a single 1000 word response (no more) addressing the following:

Information Pack

In the context of the Role description, demonstrate your ability to provide a broad range of support services which include:

- **Knowledge, experience or understanding of Defence Security (highly considered) but not mandatory.**
- **Demonstrate your experience in providing administration support to executive and senior managers.**
- **Demonstrate your experience in office administration.**
- **Demonstrate your experience in records management.**
- **Demonstrate your ability to work in a busy environment and how you went about prioritising competing tasks.**

When you include an example, you should explain:

- **Your personal role in the task**
- **How you achieved the task**
- **Any barriers you were able to overcome and**
- **The outcome of the task**

PLEASE NOTE: Defence APS Careers is for job seekers only. We do not accept unsolicited resumes or applications from recruitment agencies and/or search firms and will not pay fees to any such organisations unless arranged with the provider prior to advertising the vacancy.

Eligibility

Employment with the Department of Defence is subject to conditions prescribed within the Public Service Act 1999.

Citizenship – To be eligible for employment with Defence, applicants must be an Australian citizen. Only in exceptional circumstances can this requirement be waived.

Health Assessment - As a condition of engagement, a mandatory pre-employment health assessment may be required where there are physical or medical requirements for the role. Your contact officer can provide further guidance on whether this is required for your role.

Security Clearance – The Australian community requires the highest level of integrity from Defence employees. The preferred applicant will be required to successfully undergo the [security clearance](#) vetting process at a specified clearance level.

Further information can be provided in the [Australian Government Security Clearance Applicant Guide Book](#). Please ensure that you read this information thoroughly and confirm that you meet the minimum requirements to be eligible to hold a security clearance at the required level. Please ensure that you are able to provide the necessary documents if you apply for the position. The security clearance level required for this position can be found on the front page of this Information Pack.

More information on the security clearance vetting process is available on the [AGSVA website](#).

Thank you for your interest
Department of Defence