



Australian Government

Department of Defence

Defence Materiel

Organisation

QUALITY ASSURANCE OFFICER
Defence Plaza, Sydney
APS Level 5 (Administrative)
Job Reference No - DMO/27829

Electronic Systems Division
Naval Shore Communications Sustainment Management Office (NSCSMO)

DEFENCE MATERIEL ORGANISATION

Job Description

The Naval and Shore Communications Sustainment Management Office (NSCSMO) located at 270 Pitt St Sydney, is seeking a highly motivated and enthusiastic individual to undertake the duties of a Quality Assurance Officer within the NSCSMO. The successful applicant must be well presented, possess strong communication and interpersonal skills, demonstrate initiative and be able to work in a team environment.

Duty Statement

1. Under limited guidance, maintain the NSCSMO Quality Management System (QMS) and assist, where required, in the maintenance of the overall RFSPO QMS, including reviews of QMS procedures and conducting internal audits.
2. Under limited guidance, perform Quality Assurance work including, the verification and validation of contractor quality credentials and conducting audits associated with the procurement and maintenance of NSCSMO assets.
3. Prepare quality audit plans and periodic programmes of audit activities.
4. Under limited guidance utilise sound communication skills in the drafting of routine and complex correspondence in representation of the NSCSMO. Undertake liaison and represent the NSCSMO interests with personnel across the Defence and DMO and its customers and stakeholders.
5. Meet NSCSMO business objectives through the application of sound financial and contractual skills and practices, and adherence to the Chief Executive Instructions and the Financial Management Accountability Act.

Selection Criteria

The following selection criteria are listed in order of most important to least important. To competently perform the duties the successful applicant should meet, or have the aptitude to meet, all of the following criteria:

1. Experience in Quality auditing including the knowledge of supplier quality management systems and accreditation standards, or have the ability to quickly achieve this by means of a training and development program.
2. Demonstrated sound oral and written communication skills with the ability to interface at different levels, including the ability to conduct interviews, manage client relationships and prepare high level plans and reports.
3. Demonstrated ability to maintain a quality management system, including the development of procedures, conducting audits, interpreting policy and maintaining computer based management systems.
4. Demonstrated ability to work independently and with limited supervision.
5. The ability to provide advice on quality management policy and systems, and provide on the job training on the quality management system to NSCSMO staff.

Employment Agreement

Terms of the Engagement

The successful candidate for the Quality Assurance Officer will be engaged as an ongoing employee under the *Public Service Act 1999*.

Remuneration Package

The successful candidate can expect to receive a generous remuneration package with a salary within the range of \$58,009 - \$62,135 and superannuation paid in accordance with legislative requirements.

Application Instructions

It is preferable that applications are submitted by email (attachments must be in Microsoft Word format, version 2003 or earlier) Send to:

sc.jobs@defence.gov.au and quote the Job Reference Number in the Subject line.

Applications can also be submitted by post to:

Recruitment Manager
Civilian Recruitment (NSW)
Level 22, Defence Plaza
Locked Bag 18
Darlinghurst NSW 1300

or by fax to: (02) 9377-3598

Applications are to be received by **15 May 2008**.

Your application should include:

1. A covering letter clearly stating the Job Reference Number, the title of the position and a statement demonstrating how you meet the selection criteria. Candidates are encouraged to outline examples and achievements that demonstrate their claims against various criteria. The statement can be in narrative or dot point and should be **no longer than 3 pages**.

2. A copy of your current Resume.

Your résumé should include 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.

3. Information on your personal particulars.

Please include a form AA312 "Personal Particulars of Applicant". This form is available from the DMO website http://www.defence.gov.au/dmo/Careers/docs/info_pack.pdf in the How to Apply section, or from www.defence.gov.au/dcr.

Further inquiries about the position can be made to Mr David Hellyar on tel: (02) 9377-2391.

How to Apply

Eligibility

To be eligible for employment with the Department of Defence, applicants must be Australian citizens.

Please be aware if you are considering employment within the Defence organisation, the following security issues need to be considered:

- applicants are advised that nearly all Defence jobs require some level of security clearance, to be eligible for such a clearance, you must be an Australian citizen. Only in exceptional circumstances can this requirement be waived: and
- in addition, for Confidential level clearances, applicants must have a checkable background for the previous 5 years, while for Secret and Top Secret levels of clearance, applicants must have a checkable background for the past ten years. Intending job applicants must be aware that any lengthy overseas stay during these periods can make checking difficult. Such difficulty may result in a conclusion that it is not possible to adequately check the applicant's background, disqualifying him or her from further consideration in respect to the advertised vacancy.

Please note that this position requires a Restricted level clearance.

**Thankyou for your interest
Electronic Systems Division
Defence Materiel Organisation**