



Australian Government
Department of Defence



Information Pack

Open only to all Aboriginal and Torres Strait Islander members of the community

Position Title:	DST Group STEM Cadetship Program (Affirmative Measure – Indigenous Employment)
Job Reference Number:	DST/01778/18
Position APS Level:	Cadet APS
Position Location:	Various
Salary:	\$32,115 (plus super)
Position/s:	Multiple
Employment Status:	Ongoing
Security Level:	NV1/ NV2/ TSPV (commence with baseline)
Group:	Defence Science and Technology Group (DST Group)
Enquiries:	DSTGroupSTEMcoordinator@dst.defence.gov.au
Closing Date:	11:30pm (AEST), Sunday, 3 June 2018 No extensions will be granted and no late applications will 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.

DST is committed to building a diverse and innovative workforce, and values the contribution of Aboriginal and Torres Strait Islander people. In line with section 26 of the *Australian Public Service Commissioner's Directions 2016*, these vacancies are only open to Aboriginal and Torres Strait Islander people.

Overview

The DST Group Cadetship Program is an entry-level employment pathway for high performing undergraduate students currently studying a relevant Science, Technology, Engineering or Mathematics (STEM) degree.

As a DST Group Cadet, you will receive:

- Ongoing (permanent) employment with a salary of \$32,115 p.a. (plus 15.4% superannuation) during your cadetship;
- Payment of compulsory university fees (i.e. course fees) during your cadetship;
- \$500 per semester book/resources allowance;
- 60-days (minimum) DST Groups work placements per annum; and
- Guaranteed employment with DST Group on successful completion of the cadetship.

Why choose the DST Group Cadetship Program?

Put your studies into practice and your practice back into studies

- As a DST Group Cadet, you will have the opportunity to apply your academic knowledge and research skills to contribute to DST Group's research programs. And similarly, you will be able to apply the practical skills and knowledge that you learn from DST Group back to your studies.

Get a head start in your research career

- With the DST Group Cadetship Program, you won't have to wait until the final-year of your degree to start looking for a job. Upon successfully completing your Cadetship, you will have guaranteed employment with Australia's leading Defence Science organisation.

Learn from the best

- Not only will you be supervised by a senior scientist, you will participate in DST Group's mentoring program to help gain and expand your skills and knowledge from Australia's brightest and most innovative scientists, engineers and IT specialists at the forefront of international defence research.

Work Content. More than π in the sky

- At DST Group, you will have access to leading edge technology and experience a stimulating and dynamic environment that fosters innovation and creativity. You will be

proud to know that your research will contribute to Australia's future defence and national security capability.

Group Description

DST Group's mission:

DST Group is the Australian Government's lead agency charged with applying science and technology to protect and defend Australia and its national interests. It delivers expert, impartial advice and innovative solutions for Defence and other elements of national security.

DST Group's vision:

To be a world leader in defence science and technology – indispensable in transforming the Australian Defence Force and Australia's national security.

To achieve its mission and vision, DST Group:

- Provides scientific and technical support to current defence operations.
- Investigates future technologies for defence and national security applications.
- Ensures Australia is a smart buyer and user of defence equipment.
- Develops new defence and national security capabilities.
- Enhances existing capabilities by increasing performance and safety, and reducing the cost of ownership of defence assets.
- Works collaboratively with other government agencies to strengthen national security.
- Assists industry to better support Defence capability needs.

Further information about DST Group is available at www.dst.defence.gov.au.

Eligibility Criteria

The DST Group Cadetship Program is open to Australian undergraduate university students who have:

- a) A credit average (GPA >5); and
- b) Will complete their tertiary studies (including Honours/ Masters) between end of Semester 2 2019 and end of Semester 1 2021;
- c) Are currently enrolled in a relevant undergraduate (with honours/ masters) degree or are eligible and agree to undertake an honours/ masters degree as part of the DST Group Cadetship.

Academic Disciplines

- Aerospace/ Aeronautical Engineering, and Naval Architecture
- Computer Sciences, IT, Software Engineering, Telecommunications
- Electronic/ Electrical Engineering
- Psychology and Social Sciences
- Materials Science
- Mechanical and Mechatronic Engineering (including robotics)
- Chemical, Radiological, Biological and Food sciences
- Mathematics and physics

Confirmation of Aboriginal and/ or Torres Strait Islander Heritage

As these vacancies are being recruited through the Affirmative Measure – Indigenous Employment, applicants will be required to provide a Confirmation of Aboriginal and/ or Torres Strait Islander Heritage. A Confirmation document declares that a person:

- Is of Aboriginal and/or Torres Strait Islander descent; and
- Identifies as an Aboriginal and/or Torres Strait Islander person; and
- Is accepted as such by the community in which they live, or formerly lived.

A Confirmation of Aboriginal and/or Torres Strait Islander heritage can be provided by a wide range of Aboriginal and Torres Strait Islander organisations and bodies including Aboriginal and Torres Strait Islander Land Councils, Aboriginal and Torres Strait Islander Corporations and Aboriginal and Torres Strait Islander medical services.

The following types of documents are accepted:

- Confirmation from an incorporated Indigenous organisation
- A letter signed by a chairperson of an incorporated organisation

Confirmation documents will be requested at the interview stage. If you believe you will be unable to obtain a confirmation document by the required time, please contact Shanaye Baxter, Indigenous Engagement Manager on 02 6128 6380 or at Shanaye.Baxter@dst.defence.gov.au to discuss.

Duty Statement

1. As directed by your supervisor, contribute to DST Group's research program by undertaking a range of tasks relevant to your academic discipline.
2. At the completion of a work placement, prepare and provide a research report and deliver a presentation on research project.
3. Continue university studies within discipline related to the DST Group cadetship and maintain a credit average (GPA > 5)

Selection Criteria

Applicants will be assessed against the following five selection criteria:

- *Academic Ability*
- *Science, Technology and Problem Solving Skills*
- *Communication, Team and Interpersonal Skills*
- *Motivational and Cultural Fit*
- *Flexibility and Adaptability*

DST Group undertakes a holistic approach to the selection of candidates. Each criterion will be assessed throughout specialised activities and methods including written application, assessment center, and interview.

As part of the written application process, you will be required to provide a response (400 words) to the following questions.

SCIENTIFIC, TECHNICAL AND PROBLEM SOLVING SKILLS

The ability to apply scientific or engineering principles or concepts to define, structure and analyse complex problems.

- A capacity to undertake innovative and high quality research.
- A demonstrated understanding of relevant quantitative, modeling and / or analysis techniques to support high quality research.
- Ability and willingness to participate in field trials which maybe on land, air, or sea based platforms.
- Demonstrated ability to use professional judgment and initiative in solving technical problems.
- Ability to use creativity and sound judgment in problem solving.

Using an example from your background, describe how YOU planned and conducted a research or engineering project.

Provide details regarding:

- the purpose and nature of the research;
- what analytical tools/techniques you used;
- issues/problems you had to overcome; and
- the project outcome.

MOTIVATION AND CULTURAL FIT

- An interest in working in the Defence/DST Group environment.
- A proven level of self-motivation.
- An ability to structure work and achieve goals.
- An ability to accept responsibilities and integrate them with personal needs.
- Alignment between organisational and personal values.

Describe why you want to work at DST Group.

You may wish to provide details regarding:

- Your interest in a specific DST Group work program/area
- How would you contribute to DST Group's objectives
- Career plan or strategy to achieve your goals

FLEXIBILITY AND ADAPTABILITY

- Capacity and willingness to broaden the fields from those encompassed by formal training and background.
- Ability to adapt to changes brought about by varying priorities and resources.

Give an example of when you had to adjust quickly to changes over which you had no control.

Provide details regarding:

- the nature of the changes;
- the strategies you used to cope with the situation;
- the outcome of your efforts; and
- what you would do differently next time (if relevant).

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.

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.

Diversity and Inclusion

The range and nature of work in Defence requires a workforce that reflects our diverse society. We welcome applications from 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.

To discuss matters relating to Indigenous recruitment, contact Shanaye.Baxter@dst.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.

The 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 Pool

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

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

Affirmative measure – Indigenous employment: as set out in section 26 of the *Australian Public Service Commissioner's Directions 2016* and within the meaning of special measures under subsection 8(1) of the 'Racial Discrimination Act 1975', these vacancies are only available to Aboriginal and/or Torres Strait Islander people.

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 will 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 clearances, or
- **Ten** years for NEGATIVE VETTING 1 / NEGATIVE VETTING 2 clearances, or
- **Whole of life** for TOP SECRET POSITIVE VETTING clearances.

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