



# Information Pack

<b>Position Title:</b>	<b>DST Group Cadetship Program</b>
<b>Job Reference Number:</b>	<b>DST/01009/17</b>
<b>Position APS Level:</b>	Cadet APS
<b>Position Location:</b>	Various
<b>Salary:</b>	\$31,180 p.a. (plus super)
<b>Position/s:</b>	Multiple
<b>Employment Status:</b>	Ongoing
<b>Security Level:</b>	NV1/ NV2/ TSPV (commence with baseline)
<b>Group:</b>	Defence Science and Technology Group (DST Group)
<b>Enquiries:</b>	<a href="mailto:DSTGroupSTEMcoordinator@DSTG.defence.gov.au">DSTGroupSTEMcoordinator@DSTG.defence.gov.au</a>
<b>Closing Date:</b>	<b>11:30pm (AEST), 18 August 2017</b> <b>No extensions will be granted and no late applications will be accepted.</b>

*One APS Career...Thousands of Opportunities*

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## About this Information Pack

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

## Overview

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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 \$31,180 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 with a salary of approximately \$63,000 p.a. (plus 15.4% superannuation) on successful completion of the cadetship.

Why choose the DST Group Cadetship Program?

*Put your studies into practice and your practice back into your 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  $\pi$  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

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Defence Science and Technology (DST) Group is the Australian government's lead agency responsible for applying science and technology to safeguard Australia and its national interests.

As one of Australia's largest employers of scientists and engineers, we deliver expert, impartial advice and innovative solutions for Defence and national security.

Our vision is to be a world leader in defence science and technology – indispensable to the Australian Defence Force and Australia's national security.

Led by the Chief Defence Scientist, we have an annual budget of approximately \$450 million and employ approximately 2200 staff, predominantly scientists, engineers, IT specialists and technical staff. We have a presence in nearly every state and territory in Australia. Our national headquarters is in Canberra, and we have research facilities in Melbourne, Adelaide, Canberra, Brisbane, Sydney, HMAS Stirling at Rockingham (near Perth), Scottsdale in Tasmania, and Innisfail in Northern Queensland.

We work closely with industry, universities and the scientific community to enhance our combined ability to support Australia's defence and national security capabilities and to contribute to national wealth.

DST Group is part of the Department of Defence. Further information about DST Group is available at [www.dst.defence.gov.au](http://www.dst.defence.gov.au).

## Eligibility Criteria

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

- a) Credit average (GPA >5); and
- b) Have successfully completed a minimum of two (2) years full-time study (or part-time equivalent) in an academic discipline listed below by 27 November 2017; and
- c) Have a minimum of 18 months and maximum of three (3) years full time study remaining (including honours or masters);
- d) Currently enrolled in a relevant undergraduate (with honours/ masters) degree or is 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

## Duty Statement

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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

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*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.*

### **Achieves Results**

- The ability to identify and use resources wisely. The ability to take responsibility for managing work projects to achieve results.

Give an example of a project that you have been involved in, how you planned for it and how you executed it.

Provide details regarding:

- The nature of the project;
- The strategies you implemented, actions you undertook;
- How successful your efforts were; and
- (if relevant) What you would do differently next time.

### **Problem Solving Skills**

- The ability to identify relevant issues, analyse and synthesize information, and to present possible solutions.
- The ability to use creativity and sound judgement in problem solving.

Describe a time when you have encountered a problem that was going to impact the results of your research, work or study.

Provide details regarding:

- The nature of the problem;
- The actions you implemented to overcome the problem;
- How successful your efforts were; and
- (if relevant) What you would do differently next time.

## Application Instructions

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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.

## Diversity and Inclusion

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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](mailto:diversitypolicyandprograms@defence.gov.au).

## Relocation Assistance

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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

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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

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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 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**