



Position:	Technical Officer
Contract Type:	Permanent
Employment Type:	Full time
Location:	Melbourne
Department:	C-CBRNE
Business Unit:	Defence
Reports to:	Senior Technical Officer – C-CBRNE
Direct Reports:	Nil

1. Job Purpose

This position is responsible for supporting the engineering and maintenance activities for Counter-Chemical, Biological, Radiological, Nuclear and Explosive (C-CBRNE) assets and associated repairable items on the behalf of the ADF.

This position is part of a high performing and efficient Technical Services team within Babcock, which focusses on the sustainment of the C-CBRNE fleet and is responsible for maintaining technical integrity, maintenance regimes, parts and publications.

As a team member you will be required to provide subject matter expertise across a broad range of technical services to support the on-call Service Desk, which operates from within this team on a weekly rotational basis.

Aboriginal and Torres Strait Islander people, persons with a disability and youth are encouraged to apply for this role.

2. Responsibilities

- 2.1. Reporting to the Senior Technical Officer (C-CBRNE), the Technical Officer is responsible for the delivery of Engineering and Maintenance Services. This includes managing the relationships with OEMS, contracted Maintenance and Service providers, operating units, and Joint Logistics Command (JLC) and Other Commonwealth Contractors, or as required.
- 2.2. Make recommendations to address RODUM raised defect reports through technical investigation and analysis.
- 2.3. Analyse engineering change requests and develop engineering changes as required.
- 2.4. Technical assessment and safety analysis of new items and proposed changes to existing C-CBRNE equipment to determine preventive maintenance regimes.
- 2.5. Technical Information development: prepare and submit changes to technical records, publications and data for approval.
- 2.6. Conduct Preventative Maintenance as required.
- 2.7. Manage the configuration baseline of C-CBRNE assets and ensure publications and Defence MIS reflect the current approved status of maintenance plans, schedules, maintenance venues and authorised parts.
- 2.8. Act as a Field Service Representative (FSR) on behalf of Babcock as required.
- 2.9. Manage the corrective maintenance of C-CBRNE assets beyond the capability of ADF repair venues with 3rd party providers.

Position Description



- 2.10. Conduct support activities for the C-CBRNE Service Desk function to ensure enquiries from customers, external maintenance providers and suppliers are addressed promptly and effectively.
- 2.11. Monitor and audit the maintenance for C-CBRNE assets conducted by external maintenance providers of both new and pre-existing Commonwealth contracts.
- 2.12. Create and maintain accurate C-CBRNE fleet maintenance planning data to be loaded into both Babcock and ADF systems.
- 2.13. Provide technical support in improving performance of the C-CBRNE Asset Management System.
- 2.14. Maintain the accuracy of the following C-CBRNE asset documents and information systems:
 - 2.14.1. Technical Maintenance Plans.
 - 2.14.2. Operator and Maintenance Manuals.
 - 2.14.3. MILIS Master Data.

3. Qualifications

- 3.1 Certificate III (or above) in a relevant discipline (electronics, electrical, mechanical engineering, etc.) from a recognised institution and/or equivalent relevant experience (preferably within the defence industry).

4. Skills & Competencies

4.1. Essential

- 4.1.1. Completion of Configuration Management Tool – Land (CMT-L) Course or the ability to obtain the qualification.
- 4.1.2. Completion of Integrated Logistic Support Instruction (ILSI) Course or the ability to obtain the qualification.
- 4.1.3. Completion of MILIS Maintenance Work Order Administration course.
- 4.1.4. Completion of MILIS Maintenance Technical Manager Course or the ability to obtain the qualification.
- 4.1.5. Completion of MILIS Maintenance Planner course or the ability to obtain the qualification.
- 4.1.6. Experience in a Technical Assessing role.
- 4.1.7. Understanding of Maintenance Requirements Determination and Logistics Support Analysis in the Defence environment.
- 4.1.8. Understanding of the ADF Land technical regulations (TRAMM-L).
- 4.1.9. Understanding of Electrical and Mechanical Engineering Instructions (EMEI) and amendment procedures.
- 4.1.10. Demonstrated ability to work largely unsupervised in a demanding role, with proven interpersonal skill to work in a diverse team role.
- 4.1.11. Demonstrate that you can make a positive contribution to Babcock and the technical team.

4.2 Desirable

- 4.2.1. International Traffic in Arms Regulations (ITAR) knowledge.
- 4.2.2. Understanding of C-CBRNE



5. Mandatory Training Requirements

Training Type	Frequency
HSEQ Induction	On Induction
Manual Handling and Ergonomics	As-needs basis
Success Factors: Anti-Bribery & Corruption Training	On Induction
Success Factors: Cyber Security Awareness Training	On Induction
Success Factors: Trade Controls Awareness	On Induction
Success Factors: Data Protection Training	On Induction
Success Factors: Introduction to Picasso IT Services	On Induction
Success Factors: Bullying & Harassment Awareness	Annually
Security Awareness	As-needs basis

6. Our Guiding Principles – Being Babcock

- 6.1. Build great relationships based on trust
- 6.2. Respect people and value their diversity
- 6.3. Always strive to deliver
- 6.4. Challenge ourselves and each other
- 6.5. Safeguard Customers reputations
- 6.6. Thrive on complexity
- 6.7. Trust our people to deliver
- 6.8. Never compromise on health and safety

7. Health, Safety & Environment

- 7.1. Contribute to a safe working environment by:
 - 7.1.1. Taking care to protect his or her personal health and safety at work;
 - 7.1.2. Not adversely affecting the health and safety of others in the workplace;
 - 7.1.3. Identifying hazards in the workplace, and rectifying them where possible;
 - 7.1.4. Complying with all reasonable instruction and safety, using equipment provided, reporting any incidents' or near misses which may occur; and
 - 7.1.5. Complying with all relevant HSE policies and procedures.

8. Other Requirements

- 8.1. There may be a requirement to carry out reasonable additional duties to meet the needs of the organisation;
- 8.2. Must operate in accordance with the Babcock Financial Delegations of Authority;
- 8.3. Security Clearance Required - Minimum N/A Baseline NV1
- 8.4. Interstate travel required Yes No

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8.5. Access to protected US Defence Technology & Information

Yes

No

9. Sign Off

I acknowledge that the contents of this Position Description have been discussed and mutually agreed upon.

Document Authorised by Department Head	
Name:	Click here to enter text.
Signature:	Date: Click here to enter a date.

Employee Acknowledgment	
Name:	Click here to enter text.
Signature:	Date: Click here to enter a date.