

CLIENT NAME

Address:
Email:

Mobile:

PROJECT OFFICER / CAPABILITY ADVISOR / TEST & EVALUATION CONSULTANT / TRAINING DEVELOPER / COURSE MANAGER / INSTRUCTOR / SENSOR EMPLOYMENT MANAGER

- Project management
- Led teams of up to 12 staff
- Over 25 years' work experience
- Workplace training & assessment
- Capability development
- Airborne analysis (intelligence)
- Operational planning
- Resource management
- Equipment test & evaluation

VALUES

- Teamwork
- Professionalism
- Initiative
- Integrity

STRENGTHS

- Good communication skills
- Excellent organisational skills
- Broad commercial skills
- Able to think on my feet

INTERESTS

- AFL
- Home renovation
- Personal fitness
- Motorsports spectator

PROFESSIONAL EXPERIENCE

Jan 12 – present

ROYAL AUSTRALIAN AIR FORCE

Training Developer / Course Manager / Senior Instructor

- Joined Air Force's No.10 Squadron, the home of the Orion aircraft fleet.
- Reported to the Senior Training Development Manager and held the rank of Flight Lieutenant.
- Entrusted with the charter to develop training programs focused on Orion sensors and systems.
- Responsible for training delivery, training development, conducting assessments, quality assurance and administration of a suite of initial employment programs for several hundred trainees annually.
- Led teams of up to 7 staff and 30 trainees, with oversight of work allocation, performance management and personnel administration.
- Provided technical advice on all aspects of the training cycle to the management team, including training analysis, design, delivery and evaluation.
- Deeply involved in reviewing the training continuum, conducting job analyses, forecasting training resources, authoring training management plans and providing advice on training shortfalls against capability requirements.
- Set about modernising the curriculum by liaising with end user organisations to identify workplace needs, identified skills gaps and customised the curriculum.
- Developed training management plans, course curriculum, new assessment tools, instructional techniques and delivery methods.
- Provided feedback on quality assurance systems in a Registered Training Organisation Environment governed by Australian Qualifications Training Framework standards.
- Implemented training policy and worked with business partners to ensure courses were being delivered in an efficient and user-friendly way.

Jan 08 – Dec 11

DEPARTMENT OF DEFENCE

Project Officer / Capability Advisor / Equipment Test & Evaluation Consultant

- Worked in a highly classified environment with Air Force's No.92 Wing.
- Supplied electronic warfare operational support and systems advice to the Defence Materiel Organisation.

- Played a key role in overseeing the development and installation of combat systems and software-based systems on land, sea and air platforms.
- Gained exposure to technical systems design and engineering, certification management, equipment installation, first of class flight trials, ship-to-aircraft interface testing, test and evaluation planning, development of capability definition documents, project engineering plans, and design and integration of data acquisition systems hardware.
- Involved in the design, development, test, trialling and evaluation phases of multi-million dollar projects.
- Assisted with production of high level papers, capability reports and operating manuals.
- Ensured testing was completed efficiently, including pre-planning, briefings and post-test reporting on a range of classified systems.
- Drafted technical specifications for cutting edge technology employed in classified systems.
- Managed various equipment during testing and operational deployments.
- As a subject matter expert, provided advice and assistance to Defence and Government officials regarding capability.
- Liaised with numerous Defence businesses and civilian contractors such as L3 Communication, BAE and Qinetiq. Conducted intelligence briefings for high level Department of Defence executives and RAAF aircrew.
- Exposed to a broad range of sophisticated data, radar and communication systems. For example, gained significant exposure to everything from UHF and VHF radios to fibre optic, microwave, information systems and satellite links.
- Developed concepts of operations and procedures for specialist collection capabilities from scratch.
- Gained exposure to budgeting, change management, ICT and analytical GIS databases, transition planning, analysis management and knowledge management.
- Developed skills in Systems Integration Testing, User Acceptance Testing, Verification Testing, Regression Testing, Usability Testing and defect resolution.
- Tested, developed and assessed advance database and GIS management systems.
- Developed test plans and documented outcomes for independent reports on systems.
- Gained exposure to all stages of the project lifecycle, including project management, requirement analysis, system design, specification, development, testing and implementation.
- Identified and managed project risks, including technical, financial, schedule and delivery risks.
- Managed stakeholder liaison, reported on achievement of all project milestones and authored regular reports for executive management.

Jan 06 – Dec 07

AIRBORNE INTELLIGENCE SERVICES

Sensor Employment Manager / Senior Sensor Analyst

- Took up a frontline intelligence role with Air Force's No.10 Squadron.
- Reported to the Senior Electronic Intelligence Manager.
- Functional responsibilities included information collection, analysis, intelligence reporting, technical advice, training, compliance and corporate governance.
- Managed the day-to-day conduct of business analysis activities, working in a highly classified environment with a Top Secret security clearance.
- Led a closeknit team of up to 10 staff during a period of high operational tempo.
- Operated radar, electro optical, digital and electronic warfare equipment during flight.
- As a member of the management team, advised on the deployment and management of a fleet of P3C Orion aircraft valued in the billions of dollars.
- Involved in various classified projects aimed at developing new electronic surveillance systems.
- Liaised with maintenance staff to ensure compliance with rigorous airworthiness standards.

- Acted as the de-facto Human Resources Manager.
- Determined work priorities, set goals, allocated staff and resources, and monitored the completion of all work activity.
- Contributed to policy and capability development, providing technical advice on everything from operational testing to equipment evaluation and job requirements for new technical capabilities.
- Advised on training requirements for the introduction of new technology into service, gaining exposure to training analysis, design, delivery and evaluation.
- Played a key role in developing, training and managing teams conducting airborne intelligence collection activities.
- Accumulated thousands of hours flying on AP-3C maritime patrol aircraft.
- Briefed management on equipment capabilities.

OTHER APPOINTMENTS

Jan 03 – Dec 05

ROYAL AUSTRALIAN AIR FORCE (92 Wing) – Capability Manager / Warrant Officer / Acoustic & Radar Support Manager

SKILLS, QUALIFICATIONS & EXPERIENCE

- Master of Project Management – currently completing
- Master of Science (Information Technology)
- Advanced Diploma of Applied Science
- Diploma of Frontline Management
- Intermediate Satellite Communications
- Multi Tactical Data Link Operator's Course
- EW Tactical Battle Field Communications
- Certification of State Aircraft
- Introduction to Tactical Data Links
- Information Broadcast System Operator Course
- Operational Concepts Document and Concept of Operational document Writing Course
- National Test Pilots Operational Test and Evaluation Course
- Inverse Synthetic Aperture Radar (ISAR) Analyst Course
- First Aid Training (Defence)
- Drivers Licence
- Promotion course - planning, leadership, business management, staff writing
- Promotion course - training, interpersonal skills, communication skills
- Promotion course - resource management, OHS, risk management
- Promotion course - coaching, performance appraisal, counselling
- Working With Privacy
- Equity and Diversity Awareness
- Occupational Health and Safety Awareness
- Fraud and Ethics Awareness
- Security Awareness
- Suicide Awareness and Prevention
- Alcohol and Drug Awareness