



# User Guide - Employer

# About AUKUS Jobs

AUKUS Jobs is a skills matching platform purpose-built to assist defence and national security related jobseekers and employers connect quickly and accurately. We compete with SEEK and LinkedIn but have taken a very different approach that benefits both jobseekers and employers.

At the heart of our approach is a deep, flexible and dynamic framework of skills and experiences structured specifically to support the defence of Australia and our partners. Jobseekers encode their “Professional DNA” by adding relevant skills to their profile, and then scoring their competency and experience levels. With at least 6 levels of score for over 1500 skills and experiences, the platform is able to quickly and accurately rank the entire candidate pool against any blended mix of skills and experience for every job in less than a second.

Employers find the most relevant candidates by selecting and weighting the skills and experience that describe their ideal candidate. By listing opportunities on our jobs board employers allow Jobseekers to quickly apply for jobs they believe they are relevant for. Employers conduct a quick preliminary assessment of the candidate’s suitability, and can either engage directly by phone/email or through the platform.

We understand that vacancies are costing you revenue, and that the best talent moves fast. We’ve deliberately designed our processes to cut away the fluff so you can identify relevant candidates within seconds, and be engaging with them within minutes.

# Benefits for Employers

- **Speed** – moving faster captures better talent, reduces vacancies and restores productivity.
- **Reduce workload** – candidates are ranked meaningfully so employers only need to read the most relevant CVs.
- **Accuracy** – using a deep and rich framework of defence-relevant skills and experience identifies candidates with rare skills combinations.
- **Easy comparison** of skill and experience levels.
- **Teaming** for talent acquisition – one person creates a job / many people can contribute.
- **Capture candidate insights** for future use and other teams.
- **Cost Effective** – one subscription to connect with as many candidates as you wish. No success fees.

# Top Tips for Employers

- The platform can only display available data. If the right candidates have not yet fully coded their skills and experience, they need to be attracted by advertising the job.
- “Skills” refer to:
  - Professional competence – Organisational management and leadership.
  - Operational competence – the ability to fly, drive, or operate an equipment or technology.
  - Technical competence – the ability to design, build or maintain an equipment or technology.
  - Language proficiency.
- “Experiences” refer to:
  - Organisational familiarity – CASG, CIOG, RAAF, ANSTO etc.
  - Geographic familiarity – countries grouped by regions.
  - Equipment familiarity – Eg. Blackhawk, Collins Class, Wedgetail, etc



# Part 1 - Candidate Searching

- Candidate Search
- My Jobs
- Employer Help

Candidate Search is a quick search where the results are not intended to be saved.

### Describe your ideal Candidate

ADD SKILL OR EXPERIENCE

Show skills and experience  Show candidate details

### Skills and Experience

- Mandatory
  - Highly Desirable
  - Desirable
  - Nice To Have
- NETWORK SECURITY
  - PROJECT MANAGEMENT
  - PROJECT MANAGEMENT
  - CYBERWORTHINESS
  - CHIEF INFORMATION OFFI...

Add skills from the button, or by clicking on the headings "Mandatory", "Highly Desirable", "Desirable" or "Nice to Have"

ID	Rank	Updated	NETWORK S...	PROJECT M...	PROJECT M...	CYBERWOR...	CHIEF INFO...	Clea...	City	Post.
<a href="#">NQETHI</a>	1	30-Mar-23		High	High			NV1 - Lapsed La... Reinstatable		ta1...
<a href="#">DC0ZGH</a>	2	29-Apr-24	Medium		Medium	Medium		NV1 - Active	Na...	26...
<a href="#">ZD6DC+</a>	3	15-Mar-24	Very high		Medium			NV2 - Active	Pe...	60...
<a href="#">RMV8+N</a>	4	15-Mar-24	High	High				NV1 - Active	Me...	30...
<a href="#">YTBH+F</a>	5	24-Mar-24	High	Very h				None	Ad...	50...
<a href="#">Z48LMX</a>	6	21-Apr-24	Medium	Low				NV1 - Active	Tar...	30...
<a href="#">O08UM9</a>	7	15-Mar-24		Medium	Very h			NV1 - Lapsed Co... Reinstatable		45...
<a href="#">NHQEFX</a>	8	15-Mar-24	Very high					NV2 - Active	Bri...	45...
<a href="#">IKGNRF</a>	9	15-Mar-24		Medium	High			NV1 - Active	Bu... NS...	18...
<a href="#">DYWL6M</a>	10	21-Mar-24		Medium	High			NV1 - Active	No...	45...
<a href="#">XTQSVN</a>	11	15-Mar-24		Medium	High			NV2 - Active	Ca...	26...
<a href="#">8DNVDK</a>	12	30-Mar-23		Medium	High			NV1 - Active	Ma...	45...
<a href="#">/GFNXQ</a>	13	15-Mar-24	High					None	Bri... CF... 5AE	
<a href="#">BC9KC4</a>	14	24-Mar-24	High					PV - Active	Bri...	40...

These are the skill levels, ranked in order of best weighted combination

Other Filters

- Minimum Security | Be careful not to over-filter with these
- Citizenship Status
- Employment Models
- Affirmative Action Group

- 🔍 Candidate Search
- 📁 My Jobs
- 📄 Employer Help

Toggle to the same data showing names (blacked out here for privacy reasons)

### Describe your ideal Candidate

ADD SKILL OR EXPERIENCE

#### Skills and Experience

- Mandatory +
- Highly Desirable +
- 🔍 NETWORK SECURITY 🗑️
- 🔍 PROJECT MANAGEMENT -... 🗑️
- Desirable +
- 🔍 PROJECT MANAGEMENT 🗑️
- 🔍 >FFI... 🗑️

Drag and drop skills between weightings. Candidates will dynamically re-rank

#### Other Filters ^

- Minimum Security Clearance v
- Citizenship Status v
- Employment Models v
- Affirmative Action Group v

Show skills and experience

Show candidate details

<input type="checkbox"/>	ID	Rank	Updated	Firstname	Surname	Clearance	Citizenship	City	Post Code
<input type="checkbox"/>	<a href="#">NQETHI</a>	1	30-Mar-23	[Redacted]	[Redacted]	NV1 - Lapsed / Reinstatable	Not yet eligible for employment in Australia	Langport	ta109dz
<input type="checkbox"/>	<a href="#">DC0ZGH</a>	2	29-Apr-24	[Redacted]	[Redacted]	NV1 - Active	Australian Citizen	Narrabundah	2604
<input type="checkbox"/>	<a href="#">[Redacted]</a>		Mar-24	[Redacted]	[Redacted]	NV2 - Active	Australian Citizen	Perth	6000
<input type="checkbox"/>	<a href="#">[Redacted]</a>		Mar-24	[Redacted]	[Redacted]	NV1 - Active	Australian Citizen	Melbourne	3000
<input type="checkbox"/>	<a href="#">YTBH+F</a>	5	24-Mar-24	[Redacted]	[Redacted]	None	Australian Citizen	Adelaide	5035
<input type="checkbox"/>	<a href="#">Z48LMX</a>	6	21-Apr-24	[Redacted]	[Redacted]	NV1 - Active	Australian Citizen	Tarneit	3029
<input type="checkbox"/>	<a href="#">O08UM9</a>	7	15-Mar-24	[Redacted]	[Redacted]	NV1 - Lapsed	[Redacted]	oroy	4563
<input type="checkbox"/>	<a href="#">NHQEFX</a>	8	15-Mar-24	[Redacted]	[Redacted]	[Redacted]	[Redacted]	sbane	4510
<input type="checkbox"/>	<a href="#">IKGNRF</a>	9	15-Mar-24	[Redacted]	[Redacted]	[Redacted]	[Redacted]	rwood, iW	1805
<input type="checkbox"/>	<a href="#">DYWL6M</a>	10	21-Mar-24	[Redacted]	[Redacted]	[Redacted]	[Redacted]	osaville	4566
<input type="checkbox"/>	<a href="#">XTQSVN</a>	11	15-Mar-24	[Redacted]	[Redacted]	NV2 - Active	[Redacted]	Canberra	2619
<input type="checkbox"/>	<a href="#">8DNVDK</a>	12	30-Mar-23	[Redacted]	[Redacted]	NV1 - Active	[Redacted]	Maroochyd...	4558
<input type="checkbox"/>	<a href="#">/GFNXO</a>	13	15-Mar-24	[Redacted]	[Redacted]	None	Not yet eligible for employment	Bridgend	CF31 5AE

Click on link to view candidate profile.

Note that not all candidates choose to share their ID, CV and contact details up front. Some set their profiles to shield their identity such that employers are required to contact them first.



# Example of a Candidate Profile

## Candidate Profile

Candidate ID: DJ1JS/  
 Jobseeking Status: **Open to offers**  
 Employment Models: Full-time, Contract, FIFO, Remote Working, Join/Rejoin the APS  
 Mobility: I currently travel ~70% of the time. I am happy to continue to travel, however, would like this to reduce to around 40-50%. I am currently located in Hobart, TAS; however, would be open to relocation for the right opportunity.  
 Availability: I have no outstanding leave plans and require 4 weeks notice with my current employer.  
 Security Clearance: NV1 - Active  
 Location: Hobart, Tasmania, Australia, 7000  
 Nationalities: Australian  
 Australian Citizenship Status: Australian Citizen  
 Last Updated: 30-Apr-24

Name:  
 Email:  
 Phone Number:  
 LinkedIn URL:  
 Attachments:

Visibility status is "Open to Offers", therefore personal details have been withheld.

Reach out for a connection via this button

Contact details and attachments have been withheld by the candidate. Contact the candidate to introduce yourself and request release of their details.

**CONTACT CANDIDATE**

### Career Summary & Aspirations

I am a highly motivated engineering professional with a proven track record in systems engineering, verification and validation, and ATC radar optimisation. My journey in the technical and engineering field began with an apprenticeship in the RAN, and I have since progressed to engineering and senior technical roles, encompassing a wide range of responsibilities spanning technical, maintenance, and engineering aspects of projects. With a strong background in the defence industry and extensive experience in radar, RF, ATC, and maritime systems, I possess the skills and expertise necessary to autonomously conduct complex tasks, manage small teams and assume engineering authority/delegations across projects. As I continue in my career I would like to continue to work on complex electronic/RF systems and progress into more senior Engineering roles. I have outgrown my current role and am looking for a new challenge in an environment with experienced leaders to learn from.

Skills or Experience	Experience	Competency / Qualification Level
RADAR SYSTEMS ENGINEERING	4-7 years	Advanced - I am experienced in this and am able to assist, consult or lead others.
RF COMMUNICATION TECHNOLOGIES	4-7 years	Intermediate - I have a working knowledge and can work unsupervised.
TEST & EVALUATION (T&E) / TRIALS	4-7 years	Advanced - I am experienced in this and am able to assist, consult or lead others.
ARMIDALE CLASS PATROL BOAT (ACPB)		Advanced - I am experienced in this and am able to assist, consult or lead others.
RADHAZ MANAGEMENT	7-10 years	Intermediate - I have a working knowledge and can work unsupervised.
PROJECT MANAGEMENT	0-5 years (approx. DSS level 2)	Certificate IV --- or --- Undergraduate Yr 1 ---- or ---- Active full time duty beyond MAJ (E) --- or --- PMI Project Manager Ready --- OR --- SELF ASSESSED BASIC - I have some familiarity, but require frequent support.
RELIABILITY ENGINEERING / RAM / FMEA	2-4 years	Intermediate - I have a working knowledge and can work unsupervised.
ROYAL AUSTRALIAN NAVY (RAN / RANR)	4-7 years	
ROYAL AUSTRALIAN AIR FORCE (RAAF)	6-10 years	
SYSTEMS ENGINEERING - Non ICT	0-5 years	Bachelor Honours Degree, Graduate Certificate, Graduate Diploma ...or... ADVANCED - I am experienced in this and am able to assist, consult or lead others.
RADIO FREQUENCY (RF) ENGINEERING	7-10 years	LEVEL 6 - INITIATE & INFLUENCE. Provides overall direction and leadership for the use of RF based devices and software. Specifies requirements for radio frequency equipment performance and sets maintenance policy. Identifies opportunities to exploit new technologies and improve existing technologies and practices. Develops effective implementation and procurement strategies.
ELECTRONIC ENGINEERING	6-10 years	Bachelor Honours Degree, Graduate Certificate, Graduate Diploma ...or... ADVANCED - I am experienced in this and am able to assist, consult or lead others.
SYSTEMS INSTALLATION & REMOVAL	7-10 years	LEVEL 5 - ENSURE & ADVISE. Takes responsibility for installation and/or decommissioning projects. Provides effective team leadership, including information flow to and from the customer during project work. Develops and implements quality plans and method statements. Monitors the effectiveness of installations and ensures that appropriate recommendations for change are made.
SATELLITE ENGINEERING	0-5 years	Certificate II ...or... LEARNER - I have limited understanding and am building my skills.



Opening the Assessment page provides a text box to record any additional background information that you would like recorded for future use, or for other team members

Your company name will be here.

PROFILE

ASSESSMENT

**AUKUS Jobs'** General Comments:

Use this area to record notes on your engagement with this candidate

Note – all users with employer access (from your company only) will be able to view & edit these comments.

SAVE



# Part 2 - Job Listing

# Why Create a Job?

- Your job is automatically coupled with a shortlist that is constantly updated with fresh candidates that automatically appear in ranked order.
- Your team can collaborate to efficiently identify and assess candidates.
- Your team will be alerted when a candidate applies for your job through the platform.
- Your insights on each candidate will be recorded for future reference and other teams.

- Candidate Search
- My Jobs**
- Employer Help

This opens a list of the jobs you have authored or have been shared with you.

# My Jobs & Lists

CREATE JOB OR LIST

Click on the link to open any of the jobs you authored or have been shared with you.

ID	Job / Shortlist Title	City	Other Ref No.	Sharing Status	Min. Sec. Clearance	Actions
<a href="#">240305-2</a>				Shared with Jobseekers		
<a href="#">240226-1</a>	Alex's Job	Narrabundah		Shared with Jobseekers		
<a href="#">240306-2</a>				Shared with Jobowners		
<a href="#">240306-3</a>				Shared with Jobowners		
<a href="#">240307-1</a>	ILS Workforce			Shared with Jobowners		
<a href="#">240312-2</a>	Test for Capability Systems B...			Shared with Jobowners		
<a href="#">240308-1</a>	Brad's Demonstration			Shared with Jobowners		
<a href="#">240221-1</a>	Mark's functionality Test Job	Sydney		Shared with Jobowners	NV1	
<a href="#">240325-1</a>	The Network Test	Canberra		Shared with Jobowners	NV1	
<a href="#">240325-2</a>	Mechanical Engineering Man...	Williamtown	CASG/02055/24	Shared with Jobowners	NV1	
<a href="#">240315-1</a>	SAAB Demonstration			Shared with Jobowners		

SETTINGS

SETTINGS

ROLE DESCRIPTION

SHORTLIST

APPLICANTS

This tab controls how the job will be handled within the platform. Jobseekers will not see any of this information.

Other team-members involved in the recruitment process. Usually other HR staff, or client-facing Account Managers etc. Job Owners can view the settings page, but not edit.

This information will not be visible to candidates

ID 240325-2 Automatic reverse date format with sequential numbering.

Company AUKUS Jobs Autofilled to your company

Job Author The Job Author has full edit & view rights for all 4 parts of the job.

Job Owner(s) Demonstration User (Ignore this profil... ▾

Created Date 25 Mar 2024

Other Reference Numbers CASG/02055/24 A place for recording other key information that might be useful for future keyword searches to find this role

Sharing Status\*

Share with assigned Jobowners only

The "job" will only be visible to other team-members that have been assigned as Job Owners. If there are no job owners assigned the Job will only be visible by the author. This essentially makes it a tracking list that goes nowhere, which may be useful for all sorts of other reasons (e.g. Xmas party invite list)

Share with all AUKUS Jobs users with employer access

The role description will be visible for ALL members of your company with employer access, but only Job Authors and Owners will be able to view/edit the

This will default to your company name.

Share with Jobseekers ⓘ

The Job will be published on the Job Board for candidates to apply for. Essential job description fields will now become mandatory to ensure candidates are provided with sufficient information to make an informed decision before applying.

Closed / Archived

The Job can still be recovered for reference but won't appear in the table to avoid congestion.

Description (optional) This is a training job for Dikshya Just a place to record any additional notes.

CANCEL

SAVE

This information may be visible to Jobseekers.

### ROLE DESCRIPTION

This page records all the information a jobseeker will need to see.

Job / Shortlist Title \*

Minimum Security Clearance (optional)

Preferred Working Arrangements (optional)

Preferred Employment Models (optional)

Salary Range (optional)

Country \*

State / Country / Province \*

City / Town / Suburb \*

Post Code / Zip Code (optional) \*

Start Date \*

End Date (optional)

Potential Contract Extensions (if any) (optional)

Red boxes are mandatory fields that must be advertised to candidates.

Role Description \*

The Surveillance and Control System Program Office (S&CSPO) is seeking a Aerospace Systems Engineering Manager to provide engineering leadership for Air Battle Management and Air Traffic Management projects within its Acquisition Project Office (APO), which consists of a diverse team of APS, military and contracted resources, as well as a range of Australian and Foreign Industry partners. Under the direction of the Project Manager, the Project Engineering Manager will be responsible for Engineering.

Management duties and functions including:

- Engineering Team Leadership.
- Planning, organising, executing and monitoring.
- Providing clear and concise communications, using both written and verbal forms.
- Management of risk.
- Preparation of correspondence, briefs and reports as required.
- Stakeholder engagement and management.
- Fundamental Inputs to Capability (FIC) Coordination.
- Resolution of issues through sound analysis, good judgement and the application of initiative.
- Operating within the boundaries of legislative, policy and regulatory frameworks, and ensuring compliance.

Describe what the person will do.

Key Requirement \*

The APO is seeking applicants who are able to demonstrate initiative and the ability to apply established engineering principles, techniques and methods to solve problems relating to the design, development, integration and evaluation of Defence Capabilities.

Key attributes and experience we are looking for:

- Skills and experience in in Defence systems engineering.
- Be highly motivated, organised, proactive and display excellent engineering management skills.
- Demonstrate excellent interpersonal and communication skills, including strong emotional intelligence.
- Demonstrate the ability to influence, negotiate and collaborate with stakeholders at all levels.
- Think innovatively to find opportunities for continuous improvement, understanding the 'bigger picture'.
- Respond flexibly to changing situations, including using sound judgement under pressure.
- Demonstrates an ability to manage complex system installations, integration and technical regulatory
- Demonstrates a thorough understanding of engineering disciplines."

Describes what the person needs. (You can mention skills & experience here, but they are also selectable in the next tab).

Additional Notes (optional)

About our Team  
The Acquisition Project Office (APO) within the Surveillance and Control System Program Office (S&CSPO) is responsible for the acquisition and operational capability needs of Australia's Air Battle Management (ABM) and Air Traffic Management (ATM) systems. These systems are The APO works in partnership with the Air Force, Air Services Australia and Industry Newcastle) and manages a number of Projects from Major Capital Acquisition Prog the Sustainment Product Managers.As an APO Project Engineering Manager, you w art: ABM and/or ATM capabilities for use by Air Force and Air Services Australia acrt

The additional payment is a Building Defence Capability Payment (BDCP) which ena some or all of the jobs within a critical occupation(s) or discipline within a workplac Defence Enterprise Agreement (EA). This arrangement is subject to meeting eligibili met your eligibility for the BDCP may be reviewed and ceased. It may also be cease BDCP be ceased you will be advised and your BDCP additional payment will cease.

NSW (just outside nent on behalf of able' state of the e Agreement (EA) to dition to the lity criteria not be Defence. Should the

This information will default from your company profile, but you can amend it here before publishing the Job.

## SHORTLIST

This page is simply a candidate search with settings saved against the job. Candidates will dynamically re-rank as requirements are added, and fresh candidates will appear in ranked order each time the job is opened.

ADD SKILL OR EXPERIENCE

### Skills and Experience

#### Mandatory

PROJECT MANAGEMENT

#### Highly Desirable

CASG - CAPABILITY

#### Desirable

CAPABILITY DEVELOPME...

#### Nice To Have

CONSULTING

Select, drag and drop to describe your ideal candidate

### Other Filters

SAVE SEARCH CRITERIA

## Senior Consultant - Defence Project Management , Canberra , ACT , NV1

SETTINGS ROLE DESCRIPTION **SHORTLIST** APPLICANTS

Candidates are highlighted if they apply from the jobs board.

Show skills and experience



Show candidate details

ID	Rank	Updated	Suitability	Applied	PROJECT M...	CASG - CAP...	CAPABILITY...	CONSULTING	Clea...	City
<a href="#">OSSQRL</a>	1	15-Mar-24			High	High		Very high	NV1 - Active	Ad...
<a href="#">HZW9ON</a>	2	15-Apr-24			High	Medium	Very high		NV1 - Active	Bri...
<a href="#">DC0ZGH</a>	3	05-May-24		<input checked="" type="checkbox"/>	Medium	H			NV1 - Active	Na...
<a href="#">NDHKP+</a>	4	21-Mar-24	5-Highly		High	Medium		Very high	NV2 - Active	Ca...
<a href="#">UYFM07</a>	5	30-Mar-23			High	High			PV - Active	Ho...
<a href="#">PWELTP</a>	6	15-Mar-24	3-Potentially		Very high				NV1 - Active	Ca...
<a href="#">S2INLZ</a>	7	15-Mar-24	3-Potentially		Very high				NV2 - Active	Ca...
<a href="#">NRMQT5</a>	8	15-Ma			Very high				NV2 - Active	Me...
<a href="#">3QWTQG</a>	9	15-Ma			Very high				NV1 - Active	Ro...
<a href="#">E6S9G6</a>	10	15-Ma			High		High		NV1 - Active	Mo...
<a href="#">I1YKCH</a>	11	05-Ma			High	Very low	Low	Low	NV2 - Active	Bal...
<a href="#">+IL44D</a>	12	15-Ma			Medium	Low			NV2 - Active	Bri... City
<a href="#">DYWL6M</a>	13	21-Mar-24			High				NV1 - Active	No...
<a href="#">ZZP3E8</a>	14	25-Mar-24			High				NV1 - Active	Sy...
<a href="#">...</a>	15	...			...				NV2 - ...	...

Applicants are also shown with green backgrounds.

Team members are able to assess and rank candidates after reading their CVs, phone conversations, interviews etc (See next slide)



This upper assessment section is for recording general notes about the candidate that are relevant for any role.

← Candidate Detail

PROFILE ASSESSMENT

AUKUS Jobs' General Comments:

Use this area to record notes on your engagement with this candidate

SAVE

Candidate Assessment for Job 240429-1

Highly suitable for this role

Suitable for this role

Potentially suitable for this role

Unlikely to be suitable for this role

Not suitable for this role

Suitability Comment (visible only to users within AUKUS Jobs)

Met at the trade show. She was very interested in the role, and seems very capable.

SAVE CANDIDATE ASSESSMENT

This lower assessment section relates entirely to the candidate's suitability for this job only.

## APPLICANTS

This is a page specifically to track applicants (they will also be in the highlighted in green within the shortlist)

Mechanical Engineering Manager , Williamtown , NSW , NV1

← 240325-2

SETTINGS   ROLE DESCRIPTION   SHORTLIST   **APPLICANTS**

ID	First Name	Last Name	City	Country	Citizenship Status	Min. Sec. Clearance
<a href="#">DCOZGH</a>	Demonstration User	(Ignore this profile)	Narrabundah	Australia	Australian Citizen	NV1

Rows per page: 100 ▾   1-1 of 1   < >



## Lastly – a few tips

- **Advertising** jobs attracts fresh candidates. It is worth investing the effort.
- **Avoid over-filtering** – we recommend using one mandatory skill only, if any at all. (Add as many Highly Desirable, Desirable and Nice to Have categories as you wish).
- **Reach out** for training and support any time – [info@aukusjobs.com](mailto:info@aukusjobs.com)



Further Information

[info@aukusjobs.com](mailto:info@aukusjobs.com)

+61 411 317 218

