



DEFENCE RESERVES SUPPORT

Supporting Australia's Reservists and their Employers

BUSINESS BENEFITS OF RESERVE SERVICE

What Reservists offer to Australian Employers



TRANSFERABLE SKILLS

ANY EMPLOYEE WHO HAS TRAINED AND SERVED IN THE NAVY, ARMY OR AIR FORCE RESERVE WILL HAVE DEVELOPED A WIDE VARIETY SKILLS AND QUALITIES THAT CAN BE TRANSFERRED DIRECTLY TO THE WORKPLACE.

CORE SKILLS

Teamwork, self-confidence, leadership and experience of other cultures are skills and qualities that many Reservists develop — attributes highly prized by employers.

PRACTICAL SKILLS

Reservists receive training in first aid, health and safety and fire-fighting, making Reservists quick to respond when an accident happens at work. Their basic training includes weapons drill and parade drill. This helps develop precision, coordination and accuracy — useful skills for anyone using expensive machinery or technology in their civilian career. Learning the skills that the military use in the field also develops resourcefulness, perseverance and the ability to improvise in unfamiliar or difficult circumstances.

PERSONAL SKILLS

Attributes such as organisational loyalty, reliability, integrity and confidence are less easy to measure but, thanks to their training and practical experience, Reservists have them in abundance.

Many Reservists are given the chance to train in adventurous activities such as climbing, skiing, sailing, trekking, abseiling and white-water rafting. The Navy, Army and Air Force Reserve place a high value on such activities because they are character-building and help develop fitness, self-confidence, determination and resilience.

They also teach individuals how to lead or work within a team, solve problems, communicate, present ideas and organise a complex event or process.

SPECIALIST SKILLS

Reservists train in specialist trades as well as military practices and procedures.

Reservists' training covers a wide range of skills and disciplines, depending on the Service and the Unit to which they belong.

Specialist skills gained by Reservists include:

- advanced communications using computer, radio and satellite technology
- language skills for intelligence and administrative operations
- handling explosives, dangerous chemicals or waste
- driving and operating construction plant, heavy goods vehicles or motorcycles
- catering
- first aid
- occupational health and safety
- fire fighting

RECOGNISED QUALIFICATIONS

Much of the training provided by the Services is nationally recognised. For example, Reservists may be able to extend their driving licences to include truck or forklift licenses.

RANK:

**LEADING SEAMAN, ROYAL AUSTRALIAN NAVY
CORPORAL, AUSTRALIAN ARMY
CORPORAL, ROYAL AUSTRALIAN AIR FORCE**

Reservists with these ranks are trained and required to:

- conduct effective training sessions in either a theoretical subject or in an individual skill
- receive instructions from a superior and plan work priorities and resources to achieve a goal
- give clear, logical and precise instructions to subordinates to achieve a team objective
- lead and supervise a team of approximately 10 people
- manage time and resources productively and efficiently
- achieve a high level of quality control in all activities
- apply safe practices in the workplaces
- make quick and logical decisions
- care and account for stores and equipment
- lead and supervise maintenance teams

RANK:

PETTY OFFICER, ROYAL AUSTRALIAN NAVY

SERGEANT, AUSTRALIAN ARMY

SERGEANT, ROYAL AUSTRALIAN AIR FORCE

Reservists with these ranks are trained and required to:

- manage time and resources productively and efficiently
- achieve a high level of quality control in all activities
- conduct effective training in either theoretical skills or in group practical skills
- mentoring and developing subordinate staff
- receive instructions from a superior and plan work priorities and resources to achieve a goal
- give clear and concise instructions to subordinates to achieve a team objective
- be responsible for the administrative requirements for a group of up to 30 people
- apply safe practices in the workplace
- apply and administer codes of conduct and behaviour in the workplace
- act as a member of a junior management team
- care and account for stores and equipment
- lead and supervise maintenance of equipment work centres

RANK:

WARRANT OFFICER, ROYAL AUSTRALIAN NAVY
WARRANT OFFICER CLASS 1, AUSTRALIAN ARMY
WARRANT OFFICER, ROYAL AUSTRALIAN AIR FORCE

Reservists with these ranks are trained and required to:

- apply and administer high standards of conduct and behaviour in the workplace
- develop and implement administrative instructions and procedures
- display a high level of leadership to a large group
- make logical and quick decisions
- maintain and enforce high standards of quality control in all activities
- conduct effective training in group skills and theory
- plan and conduct activities requiring coordination of resources
- act independently and display resourcefulness and initiative
- apply safe practices in the workplace
- supervise staff and intermediate supervisors and provide effective counselling
- plan short-term training programs
- advise superiors in a logical and effective manner
- act as a member of a middle management team
- care and account for stores and equipment and attend to security premises and information

RANK:

SUB LIEUTENANT, ROYAL AUSTRALIAN NAVY

LIEUTENANT, AUSTRALIAN ARMY

FLYING OFFICER, ROYAL AUSTRALIAN AIR FORCE

Reservists with these ranks are trained and required to:

- manage time and resources productively and efficiently to achieve high levels of quality control in all activities
- lead a group of approximately 30 subordinates involved in physically demanding, dangerous and team-related tasks for an extended period of time using several intermediate supervisors
- accept full responsibility for the actions and performance of their team
- plan and conduct detailed training programs
- apply advanced skills in the coordination of activities, training and group discipline
- maintain occupational health and safety in the workplace
- maintain the security of buildings, vehicles, stores and information
- conduct research, and assess a situation and structure a response accordingly
- account for stores, equipment and finances
- conduct investigations and prepare reports
- receive instructions from a superior and issue instructions to subordinates in a clear, complete and logical manner
- display initiative and self reliance
- display effective personal leadership, including assessing performance and counselling subordinate staff and identifying and training staff for career development

RANK:

LIEUTENANT, ROYAL AUSTRALIAN NAVY

CAPTAIN, AUSTRALIAN ARMY

FLIGHT LIEUTENANT, ROYAL AUSTRALIAN AIR FORCE

Reservists with these ranks are trained and required to:

- plan and implement the total administrative requirements for a large group of people
- prepare and deliver detailed written papers, reports, presentations and investigations
- accept responsibility for the administration of large groups of people
- organise and control administrative staff directly and through subordinates
- manage time and resources productively and efficiently
- plan, implement and be responsible for occupational health and safety; and for the maintenance and security of stores and a wide range of equipment that may exceed several millions of dollars in value
- review and plan effective administrative systems and procedures
- conduct formal staff reporting and review systems including use of effective staff communication counselling
- work as a member of a management team and accept responsibility for an authorised level of decision making
- establish and maintain a training program for task groups
- speak effectively in public using a range of presentation techniques

RANK:

LIEUTENANT COMMANDER, ROYAL AUSTRALIAN NAVY

MAJOR, AUSTRALIAN ARMY

SQUADRON LEADER, ROYAL AUSTRALIAN AIR FORCE

Reservists with these ranks are trained and required to:

- plan and issue instructions for coordinated activities for groups of up to 800 people working through several intermediate line managers and with several supporting staff managers
- plan the total administrative requirements for a diverse group of operational entities employing up to 2000 people
- solve problems, make logical decisions, negotiate and communicate with a high level of competence
- plan a progressive and continuing program for large groups of people
- lead individuals and groups at a senior management level
- plan and conduct junior management training programs
- delegate effectively to junior managers and supervise and manage their activities
- manage resources within authorised levels, involving both equipment and money, that may be several million dollars in value
- work as a member of a management team
- prepare and deliver written papers, reports and presentations on management topics

RANK:

COMMANDER, ROYAL AUSTRALIAN NAVY

LIEUTENANT COLONEL, AUSTRALIAN ARMY

WING COMMANDER, ROYAL AUSTRALIAN AIR FORCE

Reservists with these ranks are trained and required to:

- plan and issue instructions to coordinate activities for groups of over 1000 people, working through several intermediate line managers and with several supporting staff managers
- prepare and issue written instructions to middle management for training and personal development
- plan logically and convey broad directives and parameters to middle management for action
- accept full responsibility for the activities and administration of several diverse operational entities involving large groups of people and equipment that may be several hundred million dollars in value
- lead individuals and groups at a senior management level
- plan the total administrative requirements for a diverse group of operational entities employing up to 5000 people
- work as a member of a senior multidisciplinary management team
- review and critically analyse complex problems and procedures



This brochure does not include every rank in the Australian Defence Force but rather is designed to provide civilian employers with a general overview of the training and requirements of most Reservists. Details about other ranks can be requested.

For further information contact your local Defence Reserves Support office on:

1800 803 485
www.defence.gov.au/reserves