



# A NEW OUTLOOK FOR YOUR CAREER

## Senior Aviation Meteorologist

Executive Level 1

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<b>JOB REFERENCE NUMBER</b>	Multiple Positions
<b>CLASSIFICATION</b>	Executive Level 1 (Senior Professional Officer Grade C)
<b>GROUP</b>	Business Solutions
<b>PROGRAM</b>	Aviation, Land and Maritime Transport
<b>LOCATION</b>	Melbourne
<b>STATUS</b>	Ongoing/non-ongoing
<b>WORKING HOURS</b>	Both full time and part time will be considered
<b>SALARY RANGE</b>	\$98,209 - \$110,623 plus an additional 15.4% superannuation
<b>CLOSING DATE</b>	11:30pm AEST/AEDT Wednesday, 9 December 2020
<b>APPLICANTS</b>	Australian Citizenship – see <a href="#">Eligibility Requirements</a>
<b>CONTACT OFFICER</b>	Tristan King – Acting Operations Manager Aviation Forecasting Centre Melbourne Phone: (03) 9669 4146 Email: <a href="mailto:Tristan.king@bom.gov.au">Tristan.king@bom.gov.au</a>
<b>VALID FROM</b>	23 November 2020

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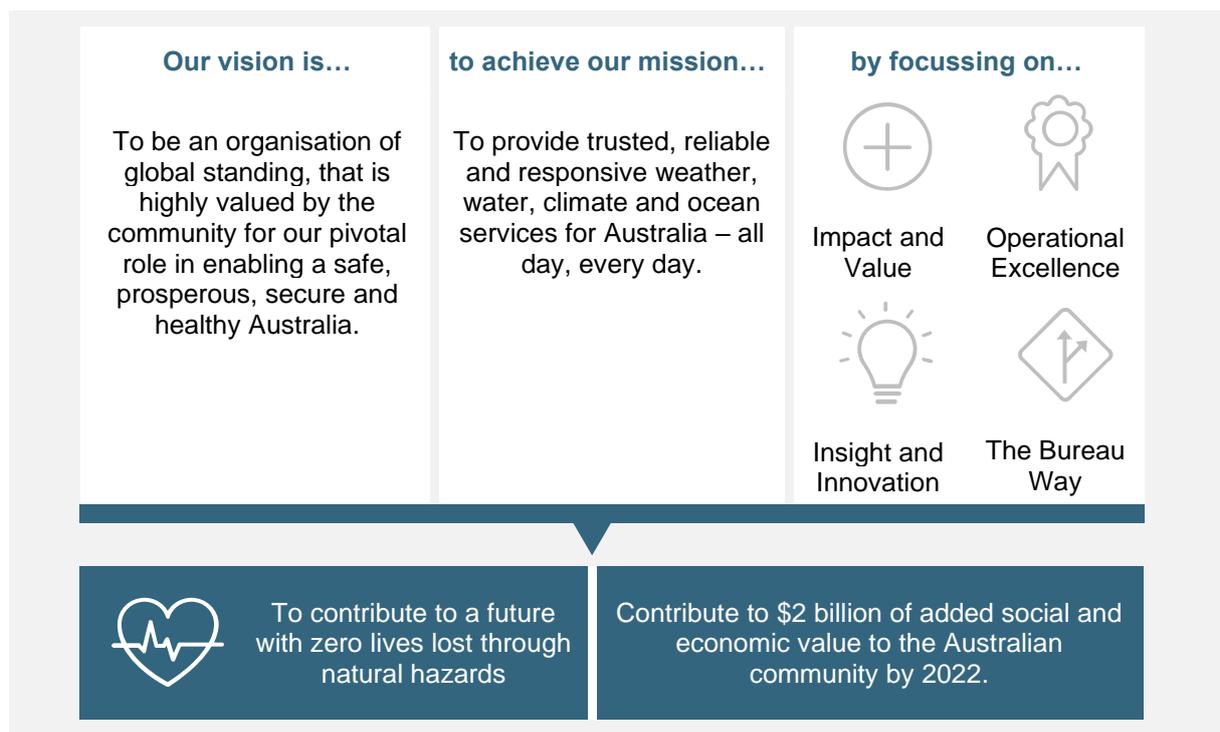
## ABOUT US

The Bureau of Meteorology is one of the few organisations that touches the lives of all Australians and all Australia, every day. The Bureau works across Australia and remote islands, providing services from the Antarctic to beyond the equator, and from the Indian Ocean to the Pacific.

We are Australia's national weather, climate and water agency, in the Agriculture, Water and Environment portfolio of the Australian Government, operating under the authority of the Meteorology Act 1955 and the Water Act 2007. We provide data, information, knowledge, insight and wisdom to help Australians prepare and respond to the realities of their natural environment, including droughts, floods, fires, storms, tsunamis and tropical cyclones.

Our products and services include observations, forecasts, analysis and advice covering Australia's atmosphere, water, oceans and space environments. We undertake focussed scientific research in support of our operations and services. Through regular forecasts, warnings, monitoring and advice, we provide one of Australia's most fundamental and widely used public services.

We have strong relationships with our customers, partners and stakeholders in Australia, including the Australian Community and the emergency services sectors, all-levels of Government, and focus sectors including aviation, agriculture, energy and resources, national security and water.





## WORKING AT THE BUREAU

The Bureau represents a dynamic and exciting opportunity. A role with the Bureau involves:

OUR WORK	OUR PEOPLE	OUR ENVIROMENT	OUR EXPIERENCE
Purpose-driven impactful work that brings real benefit to the Australian Community, businesses and industry.	A deeply passionate and highly skilled workforce that continuously challenges the status quo to achieve greater impact and experiences for our colleagues and customers.	A world class organisation with excellent workplaces in great locations, access to cutting-edge technology and a safe and inclusive environment for everyone.	A commitment to professional development and growth, backed by clear career pathways and training opportunities, and complimented by a competitive remuneration package.

## POSITION OVERVIEW

Aviation Meteorological Services provides the aviation industry with specialised meteorological services contributing to efficient and effective aviation operations within the Australian Flight Information Region and the Asia-Pacific Region.

We are seeking experienced and motivated leaders to join the Aviation Operations Delivery Team to manage the real time operations and staff associated with the Aviation Forecasting Centre (AFC) located in Melbourne.

The role requires experience in an operational meteorological service delivery environment and to maintain an Aeronautical Meteorological Forecaster Competency, in keeping with current Quality Management requirements. Training and certification will be provided to successful applicants if required.

The Senior Aviation Meteorologist is the AFC shift supervisor (Terminal/Regional Services) and is responsible for managing the real time operations of the AFC. The role will lead and coordinate the preparation of aviation forecasts and warnings from the AFC including proactively managing workload allocations across the forecasting team as the situation requires and planning and arranging for additional resources where required.

The role will lead the formulation of aviation forecast policy for their area of responsibility and contribute to national forecast policy in collaboration with the Aviation Operations Delivery Team and meteorologists from relevant State and Territory Offices in line with relevant protocols and within a quality management framework. They are responsible for the ongoing maintenance of forecast policy and will liaise and coordinate forecast policy changes and issues within the AFC and with other Bureau offices to ensure consistency across the Bureau forecast service suite.

The role includes the requirement to liaise with customers and service partners and provide briefing services to support decision making.

The Senior Aviation Meteorologist will promote the scientific, technical, professional and personal development of subordinate staff by:

- providing guidance and instruction on forecasting and customer requirements;
- providing advice and guidance through the performance development scheme and ensuring their participation.



The Senior Aviation Meteorologist will be a major contributor to, or leader of, aviation planning, projects and initiatives and will provide insight, feedback and recommendations relating to the operations and effectiveness of Aviation Meteorological Services.

Shift work is required, as are regular periods (of at least 4 weeks per annum) off the roster to assist in projects and initiatives to improve the effectiveness of Aviation Meteorological Services.

## ROLE RESPONSIBILITIES

The responsibilities of the role include but are not limited to:

As a Senior Aviation Meteorologist, you will be required to:

1. Manage the real-time operations of the AFC and act as the Shift Supervisor (Terminal/Regional Services). Lead the formulation of aviation forecast policy and contribute to national forecast policy in collaboration with the Aviation Operations Delivery Team and meteorologists from relevant State and Territory Offices in line with relevant protocols and within a quality management framework. Maintain forecast policy and liaise and coordinate forecast policy changes and issues within the AFC and with other Bureau offices to ensure consistency across the Bureau forecast service suite.
2. Prepare forecasts and warnings and provide briefing services to customers to support decision making.
3. Promote the scientific, technical, professional and personal development of subordinate staff by:
  - providing guidance and instruction on forecasting and customer requirements;
  - providing advice and guidance through the performance development scheme and ensuring their participation.
4. Provide insight, feedback and recommendations relating to the operations and effectiveness of Aviation Meteorological Services and be a major contributor to, or leader of, aviation planning, projects and initiatives.
5. Maintain close relationships with the meteorological community and the aviation industry, as well as a knowledge of techniques and developments in meteorology relevant to aviation and industry operations.
6. Lead your team in supporting Bureau of Meteorology WHSE initiatives and ensure your team complies with Bureau OHS procedures.

## SELECTION CRITERIA

The Bureau encourages applications from all suitably qualified candidates. Applications will be considered based on alignment with selection criteria, which have been matched to the APSC Work Level Standard and Integrated Leaderships Systems for Executive Level 1 positions.

### AVIATION METEOROLOGY EXPERTISE

- Extensive knowledge of and a passion for operational aviation meteorology
- A deep understanding of impacts of meteorological hazards on aviation
- A thorough understanding of aviation industry meteorological requirements
- Current Aeronautical Meteorological Forecaster competency (or capacity and capability to acquire it)
- Desire to improve the services provided to clients



## LEADERSHIP AND MANAGEMENT

- Demonstrated ability to effectively lead and manage staff and services in an operational meteorological service delivery environment
- Demonstrated ability to guide, mentor and develop people
- Demonstrated commitment to aviation quality management
- Ability to lead, or be a major contributor to, aviation planning, projects and initiatives designed to improve services to increase their value and effectiveness to customers

## COMMUNICATION AND LIAISON

- A proven track record of effective communication and liaison with the aviation industry.
- Demonstrated ability to work effectively in an operational team environment.

## SOCIAL JUSTICE AND WHS

- Demonstrated understanding and commitment to the implementation of the APS Values and Code of Conduct and the Bureau's WHS and Social Justice Policies.

### Mandatory qualifications:

A degree or diploma of an Australian educational institution, or a comparable overseas qualification, which is appropriate to the duties; OR other comparable qualifications, which are appropriate to the duties.

Proof of the attainment of a Basic Instruction Package for Meteorologists and competency appropriate to the duties, as defined by the World Meteorological Organisation (WMO) guidelines WMO-No. 1083, is required.

## MERIT POOL

The selection process will establish a merit pool that may be used to fill similar positions within 12 months.

## HOW TO APPLY

Applications can be lodged through [BOMCareers](#).

Your application will consist of resume, contact details for two referees and a '800-word pitch' that considers:

- position overview
- job responsibilities
- selection criteria
- relevant sections of the [Integrated Leadership System \(ILS\)](#) and [APS work level standards](#).

The Bureau is an equal opportunities employer. We will support applicants with disability through our [RecruitAbility Program](#) and will provide reasonable adjustments such as access, equipment and other practical support at relevant stages of the recruitment process.

We recognise the need for our workforce to reflect the community we serve and provide an inclusive environment that respects and values diversity and is described in our [Diversity and Inclusion Statement of Commitment](#). We strongly encourage qualified applicants from diverse backgrounds to apply.

The Bureau offers flexible working options, reasonable workplace adjustments and an Employee Assistance Program (EAP). Should you have any questions or experience any difficulties with applying online, please contact the Recruitment Team on [jobs@bom.gov.au](mailto:jobs@bom.gov.au) or phone 03 9669 4401.



## COVID-19 RESTRICTIONS

We understand there are unique and evolving challenges due to the current COVID-19 pandemic. The Bureau is responsive and making changes to ensure the safety of all candidates and our team.

Under the relevant legislation and guidance of the National Chief Medical Officer:

- Currently all interviews will be held via audio/video conference (across a range of platforms to accommodate personal requirements) unless otherwise advised.
- The successful candidate may be required to carry out the duties remotely for either a period or until otherwise advised.

## ADDITIONAL INFORMATION

To find out more about the employment conditions at the Bureau, please refer to the Bureau of Meteorology [Enterprise Agreement 2018](#).