



A NEW OUTLOOK FOR YOUR CAREER

Manager, Observing Systems Support Executive Level 2

JOB REFERENCE NUMBER	1126
CLASSIFICATION	Executive Level 2 (Senior Officer [Technical] Grade B)
GROUP	Data & Digital
PROGRAM	Observing Systems & Operations
LOCATION	Melbourne
STATUS	Ongoing
WORKING HOURS	Full time
SALARY RANGE	\$119,495 - \$134,208 plus an additional 15.4% superannuation
CLOSING DATE	11:30 pm AEST/AEDT Tuesday, 10 November 2020
APPLICANTS	Australian Citizenship – see Eligibility Requirements
CONTACT OFFICER	Joel Blake – Manager, Observing Systems Support and Transformation Phone: 03 9669 4557 Email: joel.blake@bom.gov.au



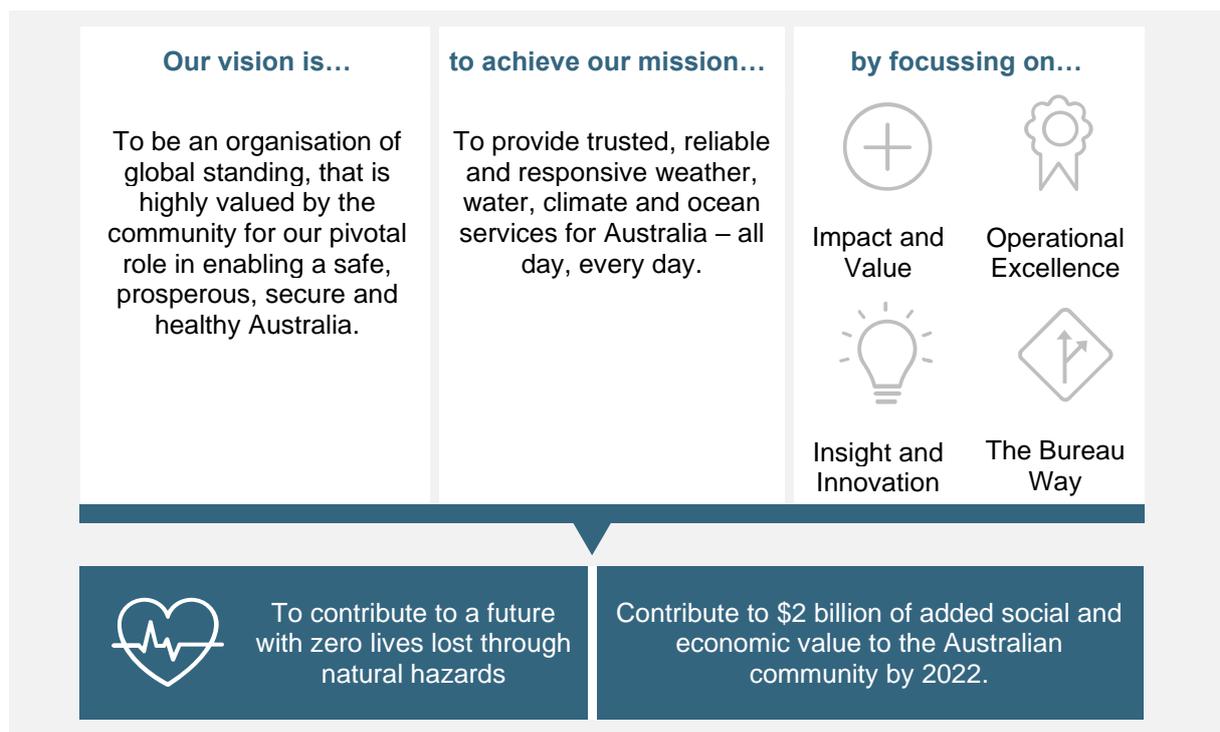
ABOUT US

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

This position will be working in the Observing Systems and Operations (OSO) Program in the Data and Digital Group, undertaking the duties of a sub-section leader responsible for providing critical support functions for the Bureau's Observing Network. The highest priority activities are those which support the OSO technical workforce and Observing Networks, and the delivery of the annual Aviation and Defence work plans. The successful candidate will be responsible for developing and enhancing processes that provide high value support functions in the areas of training, project delivery, procurement, asset logistics, communication and governance. In doing so, you will need to work with other areas of the observing program, the wider Bureau and external stakeholders.

To be successful you will have:

- High level leadership, governance and management experience, particularly related to large programs.
- Outstanding communication, influencing and change leadership skills
- Demonstrated experience and understanding of the coordination and delivery of activities in meteorological observation networks.
- A proven ability to work in a team environment, to lead and develop people, and encourage flexibility and innovation
- Enthusiasm and drive.

ROLE RESPONSIBILITIES

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

1. Plan, coordinate, lead and manage the annual aviation and defence work programs for OSO, in collaboration with the subject matter specialists and key stakeholders. Responsible for the management, operations, determination of requirements, implementation, budget and quality monitoring of the work plans, and the procurement distribution of equipment. Represent OSO at key industry briefings as required. Provide governance support to General Manager OSO as required and assist with the preparation of ministerial requests and briefing papers.
2. Provide specialist advice, governance oversight and leadership relating to business development opportunities that benefit or enhance the Bureau's Observing Network. Liaise with



internal and external bodies as required, on matters related to reporting on performance, development of proposals and stakeholder engagement.

3. Provide high level advice and support to Section Heads and the Area Management team, in particular related to asset logistics, procurements, training, communications, financial management and reporting. Continually develop and enhance relevant governance frameworks for sustaining observing networks and promote best practice and standardisation across the OSO Program.
4. Liaise closely with relevant clients and stakeholders in the Bureau to ensure effective coordination between OSO output activities and those in other areas spanning relevant applications, operations, research and development, civil works, archive systems and data display and processing systems. Maintain liaison with external agencies as appropriate.
5. Lead the delivery of training competencies for observing networks into Observing Systems and Operations. Liaise with key stakeholders to establish an annual training work plan for the Observing Program and develop innovative and efficient methods for delivering training to technical staff.
6. Develop, maintain, and provide specialised knowledge and strategic advice on industry best practice in managing the capabilities, processes, solutions, and standards required to assure the sustainment of Observing Networks and the delivery of the recommendations for key transformation activities such as the Observing System Strategy.
7. Complying with all Bureau work, health and safety policies and procedures, and taking reasonable care for your own health and safety and that of employees, contractors and visitors who may be affected by your conduct.

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 Leadership Systems for Executive Level 2 positions.

Leadership

- Demonstrates and cultivates a clear sense of purpose, demonstrates a growth mindset and enables new ways of working among multidisciplinary teams
- Shows judgement, temperament, intelligence and an inclusive leadership approach
- Harnesses specialist expertise to lead teams and individuals and to execute against priorities
- Committed to the professional development of staff through proactive coaching and mentoring.

Management Expertise

- A strong results orientation with a bias to action, fostering a culture of personal accountability.
- Is decisive, can identify risks and is able to coordinate and assume responsibility for complex operations
- Builds and leads multidisciplinary and high performing teams to deliver operational excellence
- Contributes to building a high-performing culture that values diversity, inclusion, and workplace safety.

Resilience

- Demonstrates self-awareness and a commitment to personal development and the development of others
- Demonstrates unwavering professionalism, resilience and shows personal courage



- Shows agility and adaptability and is comfortable with an evolving operational context, seeking out opportunities to innovate and deliver improved outcomes
- Takes personal responsibility for meeting objectives and progressing work
- Commits energy and drive to see that goals are achieved.

Collaboration

- Leads operational collaboration, harnessing knowledge and expertise from across the organisation
- Establishes and nurtures relationships with staff, colleagues, customers and partners
- Celebrates cooperation, collaboration and a 'one Bureau' approach.

Communicates with Influence

- Communicates with clarity and authority with colleagues, key customers, partners and stakeholders
- Listens, understands and adapts communication style to suit varying audiences and situations
- Negotiates persuasively.

Mandatory requirements: A degree from 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.

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 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](#).