



A NEW OUTLOOK FOR YOUR CAREER

Health, Safety & Wellbeing Lead Executive Level 1

JOB REFERENCE NUMBER	60010538
CLASSIFICATION	Executive Level 1 (Senior Officer Grade C)
GROUP	Enterprise Services
PROGRAM	Health, Safety & Environment
LOCATION	Brisbane
STATUS	Ongoing
WORKING HOURS	Full time
SALARY RANGE	\$98,209 - \$110,623 plus an additional 15.4% superannuation
CLOSING DATE	11:30pm AEST/AEDT Sunday 24 th January 2021
APPLICANTS	Australian Citizenship – see Eligibility Requirements
CONDITIONS	Successful candidate will be required to obtain, and maintain, a Baseline Security Clearance from the Australian Government Security Vetting Agency
CONTACT OFFICER	Steve Bagaric General Manager - Health, Safety & Environment Phone: (03) 9669 4644 Email: steve.bagaric@bom.gov.au



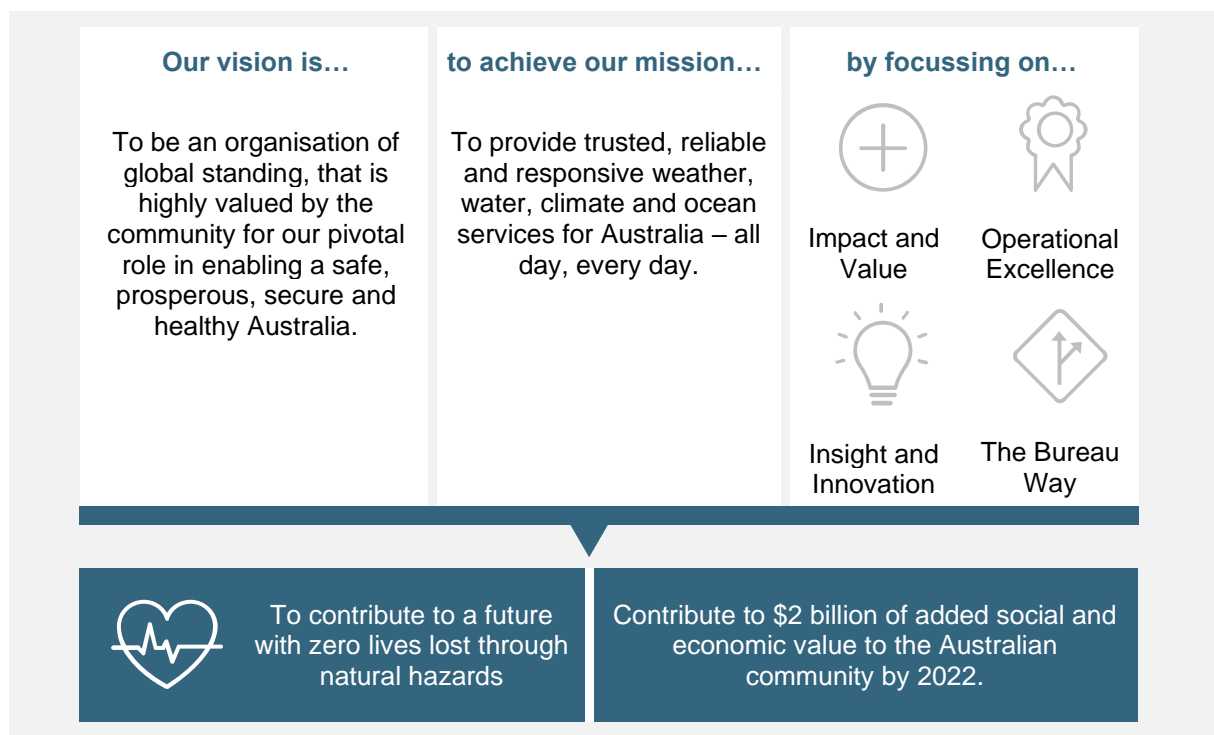
ABOUT US

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

We are seeking an experienced and energetic Occupational Health and Safety Practitioner to support a small specialist OHS Unit. The successful applicant will support the national OHS function throughout the Bureau, provide policy advice and support services to management and staff.

Applicants should possess a sound working knowledge of the OHS function in an operational agency. Candidates require excellent verbal and written communication skills, the ability to develop and implement OHS policies and procedures, provide authoritative OHS advice and manage roll out of uplift initiatives. Formal qualifications in OHS are highly desirable.

ROLE RESPONSIBILITIES

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

1. As a business partner, deliver expert and timely support to drive OHS improvement programs within the Bureau.
2. Provide high level advice, coaching and support to enable the Bureau to meet obligations under the Work Health & Safety Act 2011 and associated legislation.
3. Contribute to the coordination, planning, development and implementation of Workplace Health & Safety policies, procedures and programs within the Bureau.
4. Experience in contemporary risk management practice, incident investigation, audit and consultative mechanisms.
5. Capacity to manage digital data platforms/information management.
6. Contribute to the development and delivery of OHS awareness programs and training courses.
7. Support, develop and contribute to organisational OHS communications, reporting to the executive and the creation of other documents and reports as required.
8. Contemporary OHS knowledge and experience, including health and wellbeing.
9. Working knowledge of workers compensation, rehabilitation and return to work.
10. 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 1 positions.

1. A sound working knowledge and experience in contemporary OHS practice, including health and wellbeing, within a complex organisation.
2. Demonstrated ability to develop, review and deliver OHS policies, procedures and practices within a complex organisation.
3. Demonstrated ability to design, develop and deliver OHS uplift programs and initiatives.
4. Capacity to manage digital data platforms/information management.
5. Working knowledge of workers compensation, rehabilitation and return to work.

Formal qualifications, or significant experience in OHS, incident investigation, audit and training are highly desirable.

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 BOMCareers@bom.gov.au



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](#).