



A NEW OUTLOOK FOR YOUR CAREER

Strategic Workforce Design Lead

Executive Level 2 Upper

JOB REFERENCE NUMBER	16283
CLASSIFICATION	Executive Level 2 Upper (Senior Officer Grade A)
GROUP	Enterprise Services
PROGRAM	Organisational Development – allocated to the ROBUST Program
LOCATION	700 Collins St, Docklands, 3008
STATUS	Non-ongoing, Specified task until 30 June 2023
WORKING HOURS	Full time
SALARY RANGE	\$136,614 – \$145,847, plus an additional 15.4% superannuation
CLOSING DATE	11:30pm AEST/AEDT Tuesday, 09 December 2020
APPLICANTS	Australian Citizenship – see Eligibility Requirements
CONDITIONS	The successful applicant may be required to obtain and maintain a Negative Vetting 1 security clearance
CONTACT OFFICER	David (Will) Wilson Senior Partner - Director, Exec & Advisory, Davidson Executive Phone: +61 499 920 848 Email: David.Wilson@davidsonwp.com



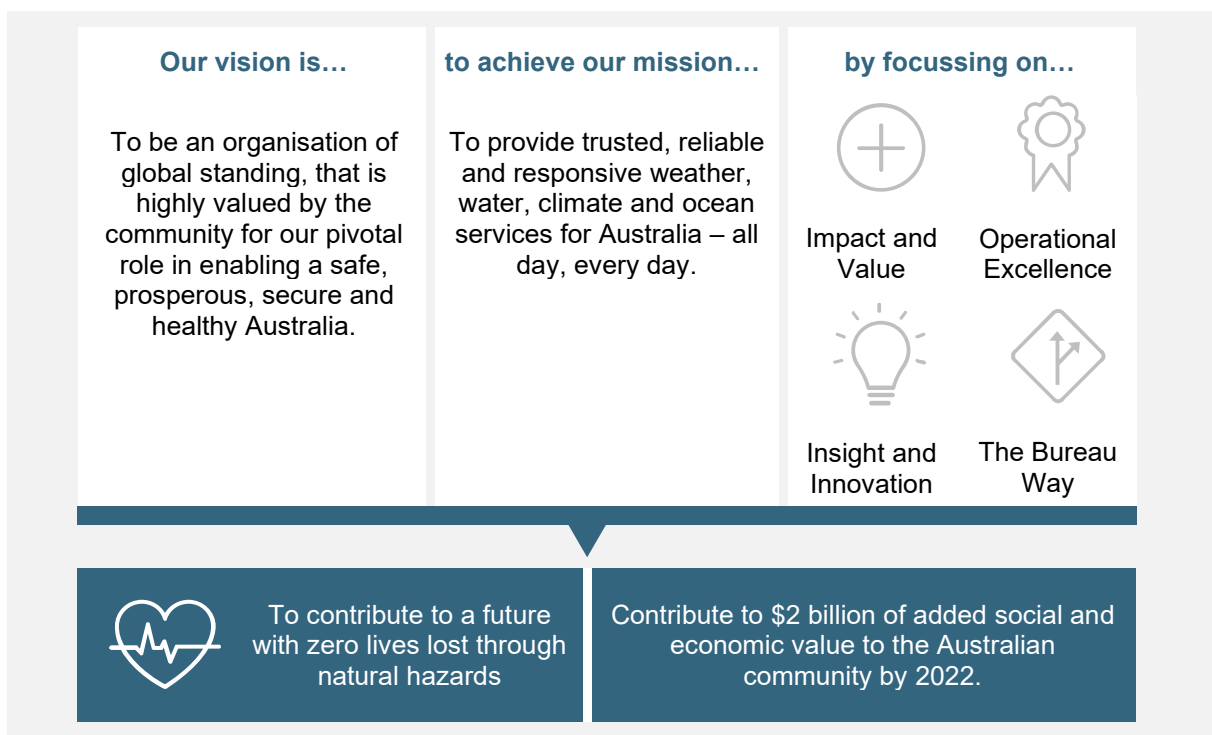
ABOUT US

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 EXPIERIENCE
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

The Bureau of Meteorology is seeking an experienced Strategic Workforce Design Lead for a fixed period until June 2023 to support a major transformational program. The Strategic Workforce Design Lead will join the Organisational Development (OD) Program, part of the Enterprise Services Group and will be allocated to the ROBUST Program's People and Capability Delivery Stream as member of the stream's leadership group.

The ROBUST program is a comprehensive refresh of the Bureau's information and communication technology (ICT) systems and related processes and applications, focused on addressing security and resilience risks. It aims to secure and strengthen all elements of the Bureau's operating environment to provide continuous availability of critical services. The program involves a full architectural review of Bureau systems to ensure a modern, modular, future-fit, inherently secure and resilient landscape. The solution is based on well established, trusted, and supportable hardware, software and methodologies.

The Program is three years into its six-year implementation schedule and with significant components of technology being deployed into operational environments the focus is now on 'transition'. The People and Capability Stream has been established to support the transition and ensure that the solutions being delivered throughout the ROBUST Program are effectively utilised and embedded within the appropriate Bureau teams.

As part of the ROBUST People and Capability Stream, and reporting to the General Manager of Organisational Development, the Strategic Workforce Design Lead will be responsible for developing and leading a team of specialists to plan and execute workforce planning activities whilst embedding workforce design and planning capability within the OD Program. The role will apply industry best practice, standards, frameworks, practices, and tools in accordance with the Bureau and Australian Public Service (APS) policies and processes.

The initial focus for this role will be planning, identifying and building the required delivery team, commencing with staff within the OD Program, to ensure the right number of people with the right skills and capabilities are in place and available at the right time for the transformation. Leveraging extensive experience with change initiatives within strategic workforce design, the role will take responsibility and direct the execution of workforce transition plans to ensure that workforce changes are implemented effectively.



ROLE RESPONSIBILITIES

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

1. Provide leadership, subject matter expertise and strategic advice in relation to planning and execution of workforce related activities.
2. Support and contribute to the development of the operating model which details the target state, specifically ensuring that the operating model includes adequate detail to support workforce planning.
3. Lead the development of a strategic workforce plan and an implementation plan to transition the workforce from current to future state.
4. Plan and lead the execution of tasks including (but not limited to):
 - Baseline workforce analysis;
 - Workforce gap analysis;
 - Establishing structure, position descriptions and competency/skills matrices (aligned to the APS Job Family Model and the operating model);
 - Recruitment campaigns; and
 - Employee training programs.
5. Track and oversee the delivery of workforce design and planning activities, including ensuring co-ordination and integration of activities with other projects within the Delivery Stream and across the program.
6. Contribute to and support activities such as communication material and organisational change management material.
7. Ensure that Bureau policy, processes and practices are followed.
8. Proactively identify, escalate (where appropriate) and manage risks and issues.
9. Contribute to program delivery planning, monitoring and reporting.
10. Comply with all Bureau work, health and safety policies and procedures, and take reasonable care for your own health and safety and that of employees, contractors and visitors who may be affected by your conduct.
11. Demonstrated commitment to [APS Values](#), [Employment Principles](#), [Code of Conduct](#) and the [Diversity and Inclusion Statement of Commitment](#).

SELECTION CRITERIA

The Bureau encourages applications from all suitably qualified candidates. Applications will be considered based on alignment with selection criteria, which has been matched to the APSC Work Level Standard for EL2U positions.

Core capabilities – Strategic Workforce Design Lead

Leadership

- Demonstrate ability to lead a team in cultural and capability change projects
- Implement organisational and change management strategies, deliver projects to deliver agreed corporate objectives and enable strategic and operational decision making
- Establishes credibility with staff, customers, partners and stakeholders through domain expertise and a strong ability to lead in complex, sensitive and often evolving situations
- Demonstrate and ensure the Bureau's service standard meets the organisation's obligations and requirements.
- Shows judgement, temperament, intelligence, and a growth mindset

Achieves Results

- A strong results orientation with a bias to action, problem solving and operational excellence.



- Assembles relevant multidisciplinary capabilities to provide customers with an outstanding experience.
- Collaborates and implements change within a complex and dynamic operating environment
- Exemplifies and fosters a culture of personal accountability for delivery of expected outcomes.

Personal Drive and Integrity

- Unwavering professionalism and alignment with the values of the Australian Public Service
- Comfortable with ambiguity and shows personal courage and resilience
- Demonstrates self-awareness and a commitment to personal development

Communicates with Influence

- Contributes to building a high-performing culture that values diversity, inclusion, and workplace safety
- Communicates with clarity and authority with senior leaders and key customers, partners and stakeholders
- Listens, understands, and adapts style to suit varying audiences and situations
- Negotiates persuasively

Mandatory qualifications (if applicable):

The successful candidate/s will have demonstrated capability and behaviours in the following areas.

Mandatory

- Has a successful track record of achieving results in strategic workforce design and executing significant change in workforce capability transitions.
- Experience in building and managing a team of specialists on a complex transformation program and leading the development of workforce design and planning outputs.
- Experience in supporting and delivering organisational change in either a technology, customer centric, science or public sector environment.
- Builds and sustains collaborative relationships with internal and external stakeholders and clients to influence and achieve results.
- Demonstrates well developed communication skills with internal and external stakeholders including high calibre written and presentation skills.
- Demonstrated ability to apply strategic thinking, use sound judgement and act with integrity.
- Is organised, driven and priority oriented and can work in an agile way in a fast-paced environment.
- 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.
- Knowledge and understanding of the [APS Values, Employment Principles, Code of Conduct](#) and the [Diversity and Inclusion Statement of Commitment](#), and a demonstrated commitment to upholding these policies in the workplace.

MERIT POOL

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



HOW TO APPLY

Please email applications to David.Wilson@davidsonwp.com

Your application will consist of resume, contact details for two referees and a '1000-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](#).