



# A NEW OUTLOOK FOR YOUR CAREER

## Technical Officer Level 4 – Engineering APS Level 6

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<b>JOB REFERENCE NUMBER</b>	60016290
<b>CLASSIFICATION</b>	APS Level 6 (Technical Officer Level 4)
<b>GROUP</b>	Data & Digital
<b>PROGRAM</b>	Observing Systems & Operations
<b>SECTION</b>	National Observing Operations Cairns Hub
<b>LOCATION</b>	Willis Island
<b>STATUS</b>	Non-ongoing specified term until 3 <sup>rd</sup> December 2021
<b>WORKING HOURS</b>	Full time
<b>SALARY RANGE</b>	\$80,665 to \$91,713, plus an additional 15.4% superannuation
<b>CLOSING DATE</b>	11:30pm AEST/AEDT Sunday 29 <sup>th</sup> November 2020
<b>APPLICANTS</b>	Australian Citizenship – see <a href="#">Eligibility Requirements</a>
<b>CONDITIONS</b>	<p>The successful applicant will be required to hold an Australian driver's licence and pass:</p> <ul style="list-style-type: none"><li>• Scientific and technical competency assessment</li><li>• Psychometric, Medical &amp; Dental assessments</li><li>• Survival at Sea training</li></ul>
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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, tsunami 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

On behalf of Manager National Observing Operations, applications are sought from candidates interested in being part of a team of four, to undertake a voluntary remote posting to Willis Island for an approximate term of 6 months. Successful applicants are expected to depart for Willis Island in April 2021.

To operate effectively as the Technical Officer Level 4 (TO4) – Engineering at Willis Island, you will undertake moderate to very complex operational and network support tasks whilst working under the general guidance of the Manager Observing Operations Hub - Cairns and the Cairns Hub Willis Island Leads.

Regardless of the tasks or specialisation, the successful applicant will be required to liaise with stakeholder groups on technical aspects of observing networks, review and contribute to working documentation, prepare and deliver reports and provide technical expertise on equipment and procedures where required.

As the Willis Island TO4 (Engineering), you will be part of the Observing Operations team in Cairns undertaking key roles in the National Observing Operations Program in the Data and Digital Group. All members of the Observing Operations Cairns team undertake moderate to complex network support tasks such as coordination of resources for maintenance, inspections and return to service of sophisticated technologies, advanced system diagnostics and fault finding, technical administration and providing support to teams working in remote environments.

You will be expected to participate in station cleaning and general household duties and support the Technical Officer Level 3 (OIC) to lead a local work culture that supports staff to live and work in an isolated environment, building resilience in other staff and managing relationships with staff and supervisors.

As a member of a small team living and working in an isolated environment, there are several personal qualities and technical requirements that will determine suitability for this position. Applicants will be assessed on technical experience, knowledge and competencies, as well as personal resilience and adaptability in unique living and working arrangements. This is an opportunity for the successful applicant to gain experience working in a remote location and enable personal development.



Whilst limited internet access is available at Willis Island for personal use, the satellite-based facilities are provided primarily by a NBN satellite service and may be restricted at times due to the remote locality, bandwidth availability and cloud cover.

Where required, the Bureau will provide relevant training to successful applicants with travel required to undertake this training in Melbourne and Cairns.

## ROLE RESPONSIBILITIES

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

- 1. Work Package Delivery:** Assist the Willis Island Technical Officer Level 3 Officer in Charge (OIC), Manager Observing Operations Hub - Cairns and the Cairns Hub Willis Island Leads to plan and deliver the required outcomes from allocated work package activities and projects assigned to you in line with the Program of Service.
- 2. Network Operations and Analysis:** Undertake and coordinate complex and/or specialist activities including maintenance, testing, alignment, repair, modification, overhaul, installation and operation of a variety of electronic and other equipment. Perform advanced diagnostics and fault finding of equipment, the maintenance and return to service of sophisticated technologies such as Radars, Satellite, Automatic Balloon Release Systems, Space Weather, Surface Observations Systems, Specialist Observations activities, training duties and technical communications activities.
- 3. Network and Infrastructure Support:** In conjunction with the Manager Observing Operations Hub - Cairns and the Cairns Hub Willis Island Leads, coordinate Willis Island infrastructure maintenance and repair activities associated with sustainment and service delivery as required, including operational program outputs and asset maintenance of station life support equipment such as generators, desalination plant, refrigeration, air-conditioning plant etc. Other network support activities might include coordinating network and asset auditing, asset inspection and environmental management activities.
- 4. Site Selection and Design:** Undertake site selection design, inspection and evaluation for operational equipment and systems. Document and maintain associated records.
- 5. Management:** Prepare technical reports and documentation. Undertake administrative tasks such as data base management of operational and support systems.
- 6. Data Quality:** Undertake data quality management tasks, monitor network outputs and take corrective actions as required.
- 7. Liaison and Representation:** Support the Willis Island Technical Officer Level 3 (OIC) with leading a local work culture that supports staff to work and live in an isolated environment. Liaise with various internal and external stakeholders at the appropriate level and represent the Bureau in a professional manner in accordance with Australian Public Service values and Code of Conduct.
- 8. Travel:** Travel away from Cairns by sea to undertake the role of Technical Officer Level 4 – Engineering will be necessary. A current and valid Australian driver's licence will be required during pre-departure training.
- 9. Documentation & Record Keeping:** Prepare and oversight the preparation of operational and technical maintenance reports, maintain training records and associated documentation, technical document management, planning, procurement and delivery.
- 10. Compliance:** Comply with all relevant legislation, policies, procedures and guidance in the course of your work.
- 11. Diversity and Inclusion:** Support an inclusive environment that respects and values diversity and comply with the [Diversity and Inclusion Statement of Commitment](#).



- 12. WHSE:** Comply with all Bureau work, health, safety and environment policies and procedures, and take reasonable care for your own health and safety and that of your team members, other employees, contractors and visitors who may be affected by your conduct.
- 13. Fitness for Duties:** Maintain health and physical fitness to fully undertake all duties of this role in a remote and isolated environment.
- 14. Other Relevant Duties:** Undertake other relevant station, field and business duties as required.

## 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 APS Level 6 positions.

### 1. Supports and builds productive working relationships both internal and external

- Resilience and temperament to live, work, support and co-operate with other officers as part of a small team in an isolated and remote environment, socially and professionally.
- Communicates clearly, proactively, listens, understands, and adapts to audience and negotiates confidently and is supportive of all team members.
- Self-disciplined with a willingness and ability to manage and participate in general domestic and station duties including cooking, cleaning, instrument and building maintenance in accordance with station routines.

### 2. Relevant Qualifications and Experience

- Demonstrates relevant knowledge, applicable skills and expertise to maintain and support meteorological composite observing networks including the Bureau's electronic and electromechanical equipment and maintenance requirements, asset management in a Marine Reserve and data quality for;
  - DWSR 2502C Radar including PC based, Signal Processing system
  - Upper Air Monitoring systems, including Digicora III, RBL
  - Surface Observations systems, including AWS
  - Hydrogen generation, including HOGEN, Gas store
  - Communication systems, including satellite, radio (VHF & UHF Marine Radio), IP networks and telephone systems
  - Office equipment, including computers, printers, scanners
- Demonstrate relevant knowledge of facility equipment and systems and their maintenance requirements on a remote station in a Marine Reserve, in particular;
  - Power Generation systems including Hino motors with Stanford alternators and supplementary solar power array
  - Air conditioning Systems, including chillers, FCUs and fresh air system
  - Hydraulic Services, including Desalination, Fresh and Saltwater supplies, Sanitary system
  - Refrigeration/Freezer Units
  - Fire/Smoke Monitoring Systems

### 3. Diversity and Inclusion

- Demonstrated knowledge and temperament for working in a remote isolated community
- Proven commitment to apply the principles and practices of Work Health and Safety and Environment, Diversity and Inclusion, Participative Workplace Practices, APS Values and Code of Conduct



#### 4. Supports Strategic Direction

- Demonstrated ability to harness information, show judgement and self-awareness, identify and allocate resources to meet operational and organisational requirements
- Thinks strategically and supports shared purpose and direction

#### 5. Achieves results

- Ability to follow direction, manage tasks and schedule work according to competing priorities and manage workloads including resolving complex and routine issues
- Applies and builds professional expertise
- Responds positively to change
- Takes responsibility for managing workloads to achieve results

#### 6. Displays personal drive and integrity

- Demonstrates public service professionalism and probity
- Engages with risk and shows personal courage
- Commits to action
- Promotes and adopts a positive and balanced approach to work
- Demonstrates self-awareness and a commitment to personal development

#### Mandatory qualifications:

An associate diploma from an Australian educational institution, or a comparable overseas qualification, which is appropriate to the duties; OR relevant experience and training, which enables the employee to competently perform the duties at this level; OR other comparable qualifications, which are appropriate to the duties.

#### Specific competencies:

Specific qualifications/licences/competencies that are deemed highly desirable to be held by the Willis Island Technical Officer Level 4 - Engineering applicants include:

- QLD Restricted Electrical Work – Electronics Licence
- Electrical Equipment in Hazardous Areas
- Data Cabling Licence
- Working Safely at Heights
- Electrical Test and Tag competency
- Remote First Aid
- Resilience and Conflict Management

Applicants who have these competencies or have the pre-requisite competencies are encouraged to apply and include certificates with application.

Applicants will be required to undertake and pass scientific and technical competency assessment, psychometric, medical and dental assessments, and successfully complete a Survival at Sea training course.

Applicants may need to be available from February 2021 to commence pre-deployment training. Commencement date will be dependent on an assessment of pre-existing Engineering experience and skills.

## 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 responses to the selection criteria (maximum of 500 words per criterion) that consider:

- 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](mailto: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](#).