



A NEW OUTLOOK FOR YOUR CAREER

Technical Officer Level 3 Antarctica and Sub-Antarctica

JOB REFERENCE NUMBER	5086, 5089, 5091 & 5093
CLASSIFICATION	APS Level 5 (Technical Officer Level 3 - Observer)
GROUP	Data and Digital
PROGRAM	Observing Systems & Operations
LOCATION	Antarctica and Sub-Antarctica
STATUS	Non-ongoing specified term for approximately 15 months, subject to training & shipping schedules
WORKING HOURS	Full Time
SALARY RANGE	\$73,151 to \$79,725, plus an additional 15.4% superannuation and Antarctic allowances up to \$58,461pa
CLOSING DATE	11:30pm AEST/AEDT Sunday 17 January 2021
APPLICANTS	Australian Citizenship – see Eligibility Requirements
CONTACT OFFICER	Rowan Quinn A/g Area Manager South East Phone: (03) 6221 2091 Email: rowan.quinn@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

As the Observations Program supervisor on station, you will be responsible for the management of the Bureau of Meteorology's Antarctic Observations Program at one of Australia's Antarctic or Sub Antarctic Stations.

You will ensure the timely and accurate completion of the Observations Program by overseeing the quality control of Observations, and through management of the duty roster, ensuring that suitable time is allocated for engineering staff to meet the scheduled program of maintenance.

You will be required to manage and perform the program of routine Surface and Upper Air Observations as well as Aviation Weather Reports in support of Antarctic flying operations. This will be conducted on a shift rostered basis covering weekdays and weekends, of which you will be a team member.

As a program lead, the Technical Officer Level 3 is eligible to be the designated leadership representative for the Bureau team within the station leadership group. Participation in this capacity will be at the nomination of Antarctic Program management in Hobart and will have supervisory responsibility of aspects of the meteorological office including staff and facilities, routine reports, rostering, liaison with forecasting and operations staff, and oversight of Health, Safety & Environment (HSE) and Diversity, Inclusion and STEM (Science Technology Engineering Mathematics) matters.

Antarctic and Macquarie Island postings are generally 14 to 18 months in duration; dependent upon which station you have been selected for, the specific training requirements for that station and the shipping or flight schedules. This period includes pre-departure training.

Please note job applications are program based and not location specific. Final station allocation of successful applicants will be at the discretion of program management to meet operational requirements.

Successful applicants will need to be available for station specific Bureau Observer training and Australian Antarctic Division (AAD) expeditioner training in Hobart or Melbourne from around July 2021 before departure to their allocated station.

Departure for Antarctica or Macquarie Island is expected to be from late October 2021 to April 2022 dependent upon which station expeditioners are allocated to and the AAD shipping program. Return to Australia is expected to be from around November 2022 to April 2023, again depending on the location of the station you are allocated.



Participation in the Bureau's Antarctic Program is conducted under jurisdiction of the Australian Antarctic Program (AAP). As an expeditioner, you will undergo rigorous pre-deployment assessments to determine your suitability to the extreme environment and isolated community.

ROLE RESPONSIBILITIES

With limited guidance,

1. Manage the work tasks of the Bureau observing roster on station and supervise the prescribed program of observations.
2. Perform meteorological observations in support of the Surface Observations Program, Upper Air Observations Program and provide Aerodrome Weather Reports when required.
3. Inspect and oversee the quality of observations and other work carried out by all staff.
4. Maintain equipment, infrastructure, and procedures appropriate to position level.
5. Perform routine reporting on equipment, infrastructure and operational matters as well as managing the annual stores and consumables replacement.
6. Be aware of and apply the policies and practices in relation to the elements of the Bureau's Diversity and Inclusion Statement of Commitment.
7. Be familiar with and apply the Bureau's Health, Safety & Environment (HSE) initiatives by complying with BOM & AAD standards and procedures. Remain current with policies relevant to the local workplace and environment.

Duties representing highest function: 1, 2 & 3

Immediate Supervisor: Manager Observing Operations Hub – Hobart (EL1) position 14358.

FURTHER INFORMATION SPECIFIC TO ANTARCTIC ROLES

On Australian Antarctic and Sub Antarctic stations the Upper Air Program is performed using a manual balloon release and Hogen equipment for hydrogen production.

Bureau observers may be required to assist with observational and data collection tasks for other areas of the Bureau and other research or government organisations.

Under the coordination of the Tasmania/Antarctica Media and Communications Manager (MACM), expeditioners may at times be requested to promote Bureau activities.

In common with all other expeditioners you will be required to perform duties rostered by the Station Leader to support community life, such as kitchen duties, general cleaning and maintenance, as well as participate in ongoing training and emergency teams.



REQUIRED SKILLS, KNOWLEDGE AND ATTRIBUTES

- An Associate Diploma or equivalent from an Australian Educational Institution, or a comparable overseas qualification, which is appropriate to the duties; or have relevant observational or meteorological 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.
- Demonstrated ability to work unsupervised in a time critical role on a rotating 7 day per week roster. Proven interpersonal skills to work in a diverse team role.
- Demonstrated level of oral and written communication skills sufficient to manage the observation program.
- First Aid qualification (minimum requirement HLTAID003) with at least 6 months validity remaining on Return to Australia
- Current unrestricted 'C' class (manual) Australian Driver's License
- Current Australian Passport with at least 6 months validity remaining on Return to Australia

PERSONAL QUALITIES REQUIREMENTS

As an Expeditioner and a member of a small community there are also personal attribute requirements which the Bureau of Meteorology (BOM) and AAD assess very closely. You will need to meet the personal qualities criteria listed below to be successful:

- Demonstrate a strong work ethic and flexibility in a dynamic work environment.
- Demonstrate that you can make a positive contribution to community and team.
- Demonstrate that you respond to authority and are compliant with the law, legislative requirements, BOM and AAD policies and procedures.
- Demonstrate a commitment to Australian Antarctic program specific requirements.

The AAD uses Selection Centre methodology for the assessment of applicants' personal qualities. This involves inviting applicants who pass initial technical screening to a location for scenario-based activities, where individuals' personal qualities can be assessed by an independent panel over a 24 hour period (overnight).

It is expected that selection centres will be held in Hobart, Brisbane and Adelaide during March and April 2021. Shortlisted applicants who have not had recent Antarctic employment with an Expeditioner Performance Rating (EPR) or have not attended a selection centre within the last three years, are required to attend.

MEDICAL, PSYCHOLOGICAL AND SECURITY SCREENING

If you are assessed as meeting the above job related and personal quality requirements, you will be required to undergo medical, psychological and security screening. Meeting these requirements is mandatory:

- The AAD's Polar Medicine Unit will decide on your medical fitness for duty in Antarctica following tests conducted on our behalf by a nominated medical practitioner.
- A psychological assessment will be conducted by a psychologist nominated by the AAD.

A National Police Check is required for all Antarctic Expeditioners.



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 5 positions.

All criteria are important and are rated equally.

1. Demonstrate a sound knowledge of Surface Observations and Aviation Weather Reporting practises and procedures specific to Antarctic conditions.
2. Demonstrate a sound knowledge of Upper Air Observations practices and procedures specific to Antarctic conditions.
3. Motivation, understanding and a commitment towards working in the Bureau's Antarctic Program. Demonstrate a sound understanding of the expectations around the role of the Senior Observer in Antarctica both operationally and as part of the station community.
4. Demonstrate the ability to manage the Observations Program and staff at a remote Meteorological office, quality standards, and the associated administrative functions.
5. Possess the personal qualities to adapt and to fit in socially and professionally with a small group of people from different personal and professional backgrounds for an extended period of time in an isolated environment.
6. 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. Additionally, comply with Australian Antarctic Division policies.

MANDATORY QUALIFICATIONS

All officers serving in Antarctica must meet the following minimum requirements:

1. Be certified as fit for Antarctic service by the Antarctic Division's Polar Medicine Branch and Psychologist;
2. Meet personal qualities requirements from either:
 - i. an AAD conducted Selection Centre assessment. This process assesses interpersonal and social skills required to be an expeditioner, as well as an understanding of the APS Code of Conduct and APS Values, or;
 - ii. a recent Expeditioner Performance Rating (EPR) for applicants who have been previous Antarctic expeditioners.
3. Hold an Associate Diploma or equivalent from an Australian educational institution, or a comparable overseas qualification, which is appropriate to the duties; or have relevant observational or meteorological 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.



HOW TO APPLY

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

Your application will consist of a resume, including contacts for two referees and provide your responses to the selection criteria (maximum of 500 words per criterion). When addressing the selection criteria, you should take into consideration:

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

Where possible include specific examples of your work experience that relate to the job using the STAR method:

Situation	What was the situation?
Task	What tasks were involved in that situation?
Action	What actions did you take?
Results	What were the results of those actions?

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.

SUBMITTING THE [ANTARCTIC MEDICAL HISTORY FORM](#):

In addition to your online application, you must also complete the Medical History Checklist Form and return confidentially to Ms Ally Oates, via email: ally.oates@bom.gov.au

ANTARCTIC INFORMATION

- [General Information – Bureau of Meteorology 2021-2022](#)
- [Antarctica Entitlements and Conditions of Service 2021-2022](#)
- For more information on living and working at an AAD Station, please refer to the [AAD website](#)

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](#).