



A NEW OUTLOOK FOR YOUR CAREER

Health, Safety & Environment Advisor APS Level 6

JOB REFERENCE NUMBER	60012155
CLASSIFICATION	APS Level 6 (Administrative Services Officer Class 6)
GROUP	Enterprise Services
PROGRAM	Health, Safety & Environment
LOCATION	Sydney
STATUS	Ongoing
WORKING HOURS	Full time
SALARY RANGE	\$80,665 - \$91,713, plus an additional 15.4% superannuation
CLOSING DATE	11:30pm AEST/AEDT Sunday 24 th January 2021
APPLICANTS	Australian Citizenship – see Eligibility Requirements
CONTACT OFFICER	Steve Bagaric General Manager – Health, Safety & Environment Phone: (03) 9669 4644 Email: steve.bagaric@bom.gov.au



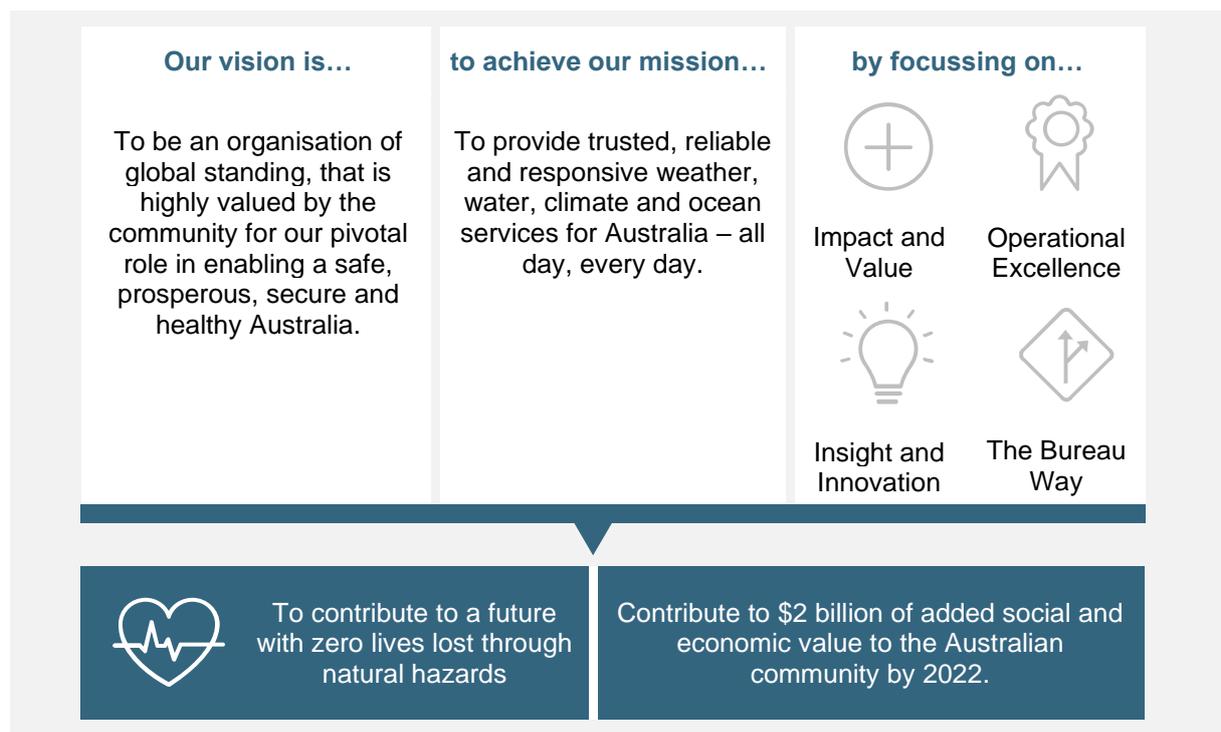
ABOUT US

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 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 occupant of this position will support the Health, Safety and Environment (HSE) program through the development and implementation of programs for application throughout the Bureau. You will contribute to, and support the HSE practices of the Bureau, as well as conduct HSE audits and investigations, providing advice/reports on findings and due diligence to ensure preventative actions are implemented.

Another important component of the position is the requirement to provide advice to managers, Health and Safety Representatives and staff on HSE matters.

New developments of HSE responsibilities are constantly emerging and the occupant would be expected to stay abreast of the latest innovations and trends. A core responsibility of the Health, Safety & Environment Officer's is to ensure the Bureau is satisfying HSE legislative requirements and adopting a proactive approach to emerging HSE trends wherever possible.

ROLE RESPONSIBILITIES

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

1. Support the HSE function throughout the Bureau. Advise managers and staff on HSE matters.
2. Review, consult, develop and implement HSE practices in the Bureau to ensure compliance with the requirements of the Work Health and Safety (Commonwealth Employees) Act and relevant environmental legislation.
3. Investigate incidents involving HSE and prepare associated reports and provide recommendations.
4. Review of the incident management database. Carrying out analysis, assessing corrective actions and maintaining due diligence to ensure prevention of risk.
5. Develop and maintain the HSE communication and digital channels.
6. Assist in the preparation and conduct of associated training programs.
7. Comply 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 APS Level 6 positions.

1. A sound working knowledge of Health, Safety & Environment and the capacity to apply this knowledge within a large operational agency.
2. Demonstrated ability to review, develop and implement procedures and HSE improvement initiatives.
3. Demonstrated ability to conduct HSE audits and investigations and provide advice/reports on findings.
4. Demonstrated skills in managing digital data platforms/information management.
5. Well-developed communication skills, both written and verbal, together with the ability to liaise with managers and staff at all levels.

Relevant qualifications in Work Health and Safety, and/or equivalent experience is 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](#).