

A NEW OUTLOOK FOR YOUR CAREER



Australian Government

Bureau of Meteorology

Deputy General Counsel

Executive Level 2

JOB REFERENCE NUMBER	16044
CLASSIFICATION	Executive Level 2 (Senior Professional Officer Grade B)
GROUP	Enterprise Services
PROGRAM	Office of General Counsel
LOCATION	Melbourne, Canberra, or Brisbane
STATUS	Ongoing
WORKING HOURS	Both full time and part time will be considered Part time – at least 8 days per fortnight
SALARY RANGE	\$119,495 - \$134,208 per annum, plus an additional 15.4% superannuation
CLOSING DATE	11:30 pm AEST/AEDT Thursday, 13 August 2020
APPLICANTS	Australian Citizenship – see Eligibility Requirements
CONDITIONS	The successful candidate will be required to obtain and maintain a Baseline security clearance
CONTACT OFFICER	Astrid Heward – General Counsel Ph: (03) 9669 4014 Email: astrid.heward@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.

Our vision is...

To be an organisation of global standing, that is highly valued by the community for our pivotal role in enabling a safe, prosperous, secure and healthy Australia.

to achieve our mission...

To provide trusted, reliable and responsive weather, water, climate and ocean services for Australia – all day, every day.

by focussing on...



Impact and value



Operational excellence



Insight and innovation



The Bureau way



To contribute to a future with zero **lives lost** through natural hazards

Contribute to \$2 billion of **added social and economic value** to the Australian community by 2022



WORKING AT THE BUREAU

The Bureau represents a dynamic and exciting opportunity. A role with the Bureau involves:

1	OUR WORK	2	OUR PEOPLE	3	OUR ENVIROMENT	4	OUR EXPERIENCE
	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 complemented by a competitive remuneration package.

POSITION OVERVIEW

The Bureau is seeking a Deputy General Counsel to assist the General Counsel in providing leadership for the Bureau's legal services function, to drive improvement initiatives and to work on a diverse range of legal matters.

You will also manage our small but dynamic legal team.

A critical requirement for the successful applicant will be the ability to work in a complex and changing environment with multiple stakeholders. Experience in government legal work is preferred and experience as a lawyer in the private sector would also be an advantage.

ROLE RESPONSIBILITIES

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

1. Responsible to assist the General Counsel with the leadership of the Legal Services team
2. As a senior leader within the Office of General Counsel (OGC), implement the OGC's Plan in collaboration with the other senior OGC staff and key internal and external stakeholders.
3. Manage and lead the Legal Services staff, and deliver legal services including:
 - (a) drive improvement initiatives within the operations of Legal Services and the OGC more broadly;
 - (b) provide strategic advice and leadership on legal risk and commercial transactions with a focus on protecting and advancing the Commonwealth's and Bureau's objectives;
 - (c) assist with employment matters, including assistance with enterprise agreements, claims and workplace investigations, including overseeing workplace investigations;
 - (d) assist with dispute resolution matters, royal commissions, inquests and inquiries;
 - (e) drawing from experience in government, assist with legislative interpretation, compliance, reporting and governance services, particularly in respect of the Fair Work Act, the FOI Act, the Meteorology Act, the PGPA Act, the Privacy Act, the Public Interest Disclosure Act, the Public Service Act, the Water Act, the Work Health and Safety Act, and the Legal Services Directions; and
 - (f) develop productive relationships with, and oversee the provision of legal advice, by external lawyers.



4. Maintain an Australian lawyer practising certificate, meet all legal professional development requirements.
5. Support Bureau WHSE initiatives, ensuring compliance with Bureau procedures and policies.
6. Demonstrate commitment to the Bureau's values and behaviours, APS Employment Principles and Code of Conduct and the Bureau Way.

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 Leaderships Systems for Executive Level 2 positions.

1. Displays substantial professional expertise
 - Holds a current practising certificate or is eligible for one
 - Has demonstrated experience in handling a wide variety of complex and/or sensitive legal matters
 - Demonstrates strong legal, analytical and problem solving skills
2. Achieves results
 - Builds organisational capability and responsiveness
 - Marshals professional expertise
 - Steers and implements change and deals with uncertainty
 - Ensures closure and delivers on intended results
3. Cultivates productive working relationships
 - Nurtures internal and external relationships
 - Facilitates cooperation and partnerships
 - Values individual differences and diversity
 - Guides, mentors and develops people
4. Communicates with influence
 - Communicates clearly, in both oral and written communication
 - Listens, understands and adapts to audiences
 - Negotiates persuasively
5. Provides leadership, coaching and mentoring of staff
 - Effectively leads team performance
 - Creates an environment where learning and development flourishes

Mandatory qualifications (if applicable):

A degree or diploma of 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.



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 on the Bureau's [eRecruit](#) system.

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](#).