



A NEW OUTLOOK FOR YOUR CAREER

Project Lead – Sydney Hub

APS Level 6

JOB REFERENCE NUMBER	60014443
CLASSIFICATION	APS Level 6 (Technical Officer Level 4)
GROUP	Data & Digital
PROGRAM	Observing Systems & Operations
LOCATION	Sydney (Leichhardt)
STATUS	Ongoing
WORKING HOURS	Full time
SALARY RANGE	\$80,665 to \$91,713, plus an additional 15.4% superannuation
CLOSING DATE	11:30pm (AEST/AEDT) Monday 2 nd November 2020
APPLICANTS	Australian Citizenship – see Eligibility Requirements
CONDITIONS	Successful candidate will need to hold an Australian driver's licence
CONTACT OFFICER	Alex Bewsher - Manager Observing Operations Hub Sydney Phone: 02 9296 1560 Email: alex.bewsher@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

The purpose of an Observing Operations Hub is to house all the competencies required to fully service the requirements of the area it covers. The locations and number of Hubs are governed by user requirements and network operations.

The Project Lead role at the Observing Operations Hub Sydney (OOHS) will be directly responsible for activities associated with delivery of project work as required by Work Packages for OOHS. More specifically, you will be responsible for and report to the Hub Manager on:

- Plan and build minor projects
- Plan and coordinate moderate sized works
- Oversee contract staff and quality control checks
- Provide subject area expert advice to project managers
- Project manage minor works
- Operational management of staff as required
- Administration of sites database within the Hub area of responsibility – ensuring standards are followed
- Administrative management of staff; including, but not limited to individual PDS, performance, accreditations, training, leave
- Maintain your own competencies in line with a matrix, find development opportunities for staff

Ability to acquire a Restricted Electrical Licence (Qualified Supervisor Disconnect/Reconnect) would be an advantage and qualifications in project management or electronics would be desirable.

To operate effectively as a Project Lead (TO4) you will undertake moderate to very complex operational tasks.

Regardless of your tasks or specialisation, you will 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 business development opportunities where required. You may be tasked with additional relevant duties at the appropriate level.

As a Project Lead (TO4), you will be an integral part of inter-Hub technical panels. These technical panels will facilitate knowledge sharing and encourage a network-wide, consistent approach to practices and systems of work.



You are required to hold all relevant pre-requisite competencies and to have completed all relevant pre-requisite training before undertaking the duties associated with those competencies or training. You are required to comply with all relevant legislation, policies, procedures and guidance pertinent to your work and ensure that all members of your team do the same, especially with regard WHSE.

In the organisational structure, the Project Lead (TO4) will have some management responsibility for TO3 and TO2 staff as required and will report to the Hub Manager. Operational management of staff is expected in certain circumstances.

ROLE RESPONSIBILITIES

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

1. Plan and deliver the required outcomes from assigned work package activities and projects assigned to you and your team.
2. Undertake complex and/or specialist activities such as: the advanced diagnostics and fault finding of equipment; the maintenance and return to service of sophisticated technologies such as radars, satellite, autosondes, space weather, sea-level and flood warning networks; specialist observing activities; training duties; state office technician activities; port meteorology officer activities, etc.
3. Manage remote site support activities including scheduling of visits, asset maintenance and operational program outputs. Other network support activities might include observing network design, network and asset auditing, inspection and data quality management activities
4. Undertake site selection design, inspection and evaluation for operational equipment and systems. Document the meteorological exposure and maintain associated records.
5. Manage, supervise and develop staff in your line of responsibility. Prepare technical reports and documentation. Undertake administrative tasks such as finance reconciliations.
6. Undertake data quality management tasks, monitor network outputs and take corrective actions as required.
7. 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. Undertake other relevant station, field and business duties as required.
9. Comply with all relevant legislation, policies, procedures and guidance in the course of your work.
10. Understand and promote the strategies, programs and plans of the various elements of the Bureau's Commitment to Diversity and Inclusion.
11. 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.



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.

Demonstrates relevant skills and expertise

- Appreciation and understanding of the operations of a meteorological composite observing network (or similar) including network design, asset management and data quality
- Effective leadership and management skills
- Commitment to safe and healthy work environment and practices

Achieves results

- Identifies and uses resources wisely
- Applies and builds professional expertise
- Responds positively to change
- Takes responsibility for managing work projects to achieve results

Supports productive working relationships

- Nurtures internal and external relationships
- Listens to, understands and recognises the needs of others
- Values individual differences and diversity
- Shares learning and supports others

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

Communicates with influence

- Communicates clearly
- Listens, understands and adapts to audience
- Negotiates confidently

Supports strategic direction

- Supports shared purpose and direction
- Thinks strategically
- Harnesses information and opportunities
- Shows sound judgement and common sense

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.



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 response to each selection criteria (maximum 500 words per criteria) 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](#).