

A NEW OUTLOOK FOR YOUR CAREER



Australian Government
Bureau of Meteorology

Technical Officer Level 4

APS Level 6

JOB REFERENCE NUMBER	14517, 14519 – Ongoing 14515 – Non ongoing
CLASSIFICATION	APS Level 6 (Technical Officer Level 4)
GROUP	Data & Digital
PROGRAM	Observing Systems & Operations
LOCATION	Observing Operations Hub Perth
STATUS	Ongoing/non-ongoing until November 2022
WORKING HOURS	Full time
SALARY RANGE	\$80,665 - \$91,713, plus an additional 15.4% superannuation
CLOSING DATE	11:30 pm AEST Tuesday, 22 September 2020
APPLICANTS	Australian Citizenship – see Eligibility Requirements
CONTACT OFFICER	Michelle Mews Manager Observing Operations Hub Perth Ph: (08) 9263 2296 Email: OOHP.Manager@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.

<p>Our vision is...</p> <p>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.</p>	<p>to achieve our mission...</p> <p>To provide trusted, reliable and responsive weather, water, climate and ocean services for Australia – all day, every day.</p>	<p>by focussing on...</p> <div style="display: flex; justify-content: space-around;"> <div style="text-align: center;">  Impact and value </div> <div style="text-align: center;">  Operational excellence </div> </div> <div style="display: flex; justify-content: space-around; margin-top: 10px;"> <div style="text-align: center;">  Insight and innovation </div> <div style="text-align: center;">  The Bureau way </div> </div>
<div style="display: flex; align-items: center;">  <p>To contribute to a future with zero lives lost through natural hazards</p> </div>		<p>Contribute to \$2 billion of added social and economic value to the Australian community by 2022</p>



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

On behalf of Manager National Observing Operations, applications are sought from candidates interested in the role of Technical Officer Level 4 (TO4) Lead at the Observing Operations Hub in Perth.

To operate effectively as a TO4 Lead you will undertake moderate to very complex operational and network support tasks. Whilst working under the general guidance of the Hub Manager, the role will be significantly autonomous in the delivery of the Lead Role functions.

There are several TO4 positions at the Perth Hub with applications currently being sought for the Hub Operation Lead (non-ongoing), Facilities Lead and Surface Observations (Co-op/Rainfall/PMO) Leads (both ongoing).

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 TO4 Lead, you will be an integral part of inter-Hub technical panels. These technical panels will provide support, 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.

The TO4 Lead may have management responsibility for TO3 and TO2 level staff and will report to the Hub Manager. Operational management of staff is expected in certain circumstances.

The successful candidate must be able and willing to travel throughout Western Australia as required.



14515 - Hub Operations Lead at the Observing Operations Hub Perth will be directly responsible for the coordination and allocation of hub staff and resources to the various aspects of the hub's operations including:

- Assisting Hub Manager and other leads in planning and maintaining the network;
- In conjunction with Hub Manager and leads, determine work priorities and allocation of staff;
- Network monitoring
- Oversight and reporting of network operations;
- Hub vehicle management;
- Operational management of subordinate staff.

14517 - Surface Networks Co-op/Rainfall/PMO Lead at the Observing Operations Hub Perth will be directly responsible for leading activities associated with a wide range of observing networks and systems within the Perth Hub's geographic area of responsibility including:

- Operation, inspection, maintenance, performance verification and return to service (RTS) of equipment including, but not limited to:
 - Automatic Weather Station (AWS) network and associated sensors;
 - Manual input devices – Metconsole, WebConsole, EFB;s ROT's etc;
 - Advanced sensors – Ceilometers, Vismeters, Auto Evaporation pans and Aviation Cameras;
 - Cooperative Observations network;
 - Supporting the national Sea-Level and Tsunami network;
 - Port Meteorology Operations and
 - Asset database management
- Network Management and routine inspection and data validation of:
 - AWS network;
 - Cooperative observations network;
 - Volunteer Rainfall/Evaporation network;
 - Standalone TBRG network;
 - Port Meteorology Operations.
- Network Management with a high standard of maintenance and RTS documentation including drawings, photographs and performance records;
- Site selections for Surface Observations and liaise with landowners for site access;
- Monitoring and assessing data quality including recovery and correction of observations;
- Maintain reliability and data quality of the Australian Networks in the Observing Operations Hub Perth Area of Responsibility;
- Plan for on-going infrastructure and sensor upgrades and provide documentation including business cases to support these requirements;
- Training and support of Observing Operations Hub staff and field cooperative observers and support;
- Maintain supplies of surface observation equipment and consumables;
- Management and operation of communication systems within the Surface Observing network;
- Operational management of subordinate staff where required.

14519 - Facilities Lead role at the Observing Operations Hub will be directly responsible for leading activities associated with all building assets and ancillary services within the Hub's geographic area of responsibility, including:

- Backup power – co-ordinating the maintenance and return to service (RTS) of generators and associated equipment for all Meteorological Office's, Radars and Hub. Liaising with current OIC's on their maintenance schedule and co-ordinating the maintenance schedule for all sites;



- Air-conditioning – co-ordinate the servicing and RTS of Air-conditioning equipment for all Meteorological Office's, Radars and Hub. Liaising with current OIC's on their maintenance schedule and co-ordinating the maintenance schedule for all sites;
- Test and Tag – co-ordinate testing and tagging for all stations equipment including at all Meteorological Office's, Radars and Hub.
- Hub facility – Management of storage areas, consumables, goods in/out processing & general housekeeping;
- Site maintenance (AWS, Profiler, Auto evap pans etc.) – Contract setup and maintenance for mowing, cleaning etc; co-ordinate any required site works; organise payment of invoices for all sites (in conjunction with Corporate);
- Compliance with chemical management procedure at all sites, including all Meteorological Office's, Radars and Hub;
- Compliance of plant procedures (SOPS, inductions etc) at all sites including all Meteorological Office's, Radars and Hub;
- Review of First aid kits at unstaffed site in conjunction with remote support staff;
- Induction processes for all facilities;
- Vermin control, cleaning and waste management at all Meteorological Office's, Radars and Hub
- High standard of documentation including updating local manuals (in particular OOHP Compendium) and procedures and contributing to the knowledge management of this area;
- Facility access and security control;
- Operational management of subordinate staff where required.

ROLE RESPONSIBILITIES

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

1. **Work Package Delivery:** Assist the Manager Observing Operations Hub – Perth to plan and deliver the required outcomes from assigned work package activities and projects assigned to you and the OOHP team.
2. **Network Operations and Analysis:** Undertake and coordinate complex and/or specialist activities such as: perform advanced diagnostics and fault finding of equipment; the maintenance and return to service of some specialised technologies such as automatic weather stations, radars, satellite, upper air, space weather, sea-level and flood warning networks; specialist observing activities; training duties; etc.
3. **Network and Infrastructure Support:** 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. **Site Selection and Design:** Undertake site selection design, inspection and evaluation for operational equipment and systems. Document the meteorological exposure and maintain associated records.
5. **Management:** Manage, supervise and develop staff in your line of responsibility. Prepare technical reports and documentation as directed. Undertake administrative tasks including data base management of operational and support systems and financial reconciliations.
6. **Data Quality:** Undertake data quality management tasks, monitor network outputs and take corrective actions as required.
7. **Liaison and Representation:** 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 Perth by sea, road, or air to undertake the role of Technical Officer Level 4 will be necessary. A current driver's licence will be required to undertake these activities.
9. **Documentation & Record Keeping:** Prepare and oversight the preparation of operational and technical maintenance reports, drawings and associated documentation, technical document management, planning, procurement and delivery.
10. **Budgets:** Support the Hub Manager in maintaining operational and project budgets, schedules and associated network expenditure as required.
11. **Compliance:** Comply with all relevant legislation, policies, procedures and guidance in the course of your work.
12. **Social Justice:** Understand and promote the strategies, programs and plans of the various elements of the Bureau's Social Justice Strategy.
13. **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.
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. Relevant Qualifications and Experience

- Demonstrate relevant knowledge, applicable skills, and expertise to maintain and support meteorological composite observing networks including observing operations network monitoring, advanced diagnostics of complex faults, asset management and data quality. Knowledge of Bureau of Meteorology services and facilities is desirable.

2. Diversity and Inclusion

- A good understanding of the Bureau's Commitment to Diversity and Inclusion, Work Health and Safety, the APS Values and Code of Conduct and a commitment to their implementation in the workplace.

3. 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.

4. Achieves results

- An ability to 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.

5. Supports and builds productive working relationships both internal and external

- Communicates clearly, listens, understands and adapts to audience and negotiates confidently.
- Resilience and temperament to work and co-operate with other officers as a team member working in remote and office environments.
- Values individual differences and diversity.
- Shares learning and supports others.



6. Displays personal drive and integrity

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- 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:

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 [BOMCareers](#) system.

Your application will consist of resume, contact details for two referees and responses to the selection criteria (maximum of 500 words per criterion)

- position overview
- job responsibilities
- 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 candidates 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](#).