



# A NEW OUTLOOK FOR YOUR CAREER

## Transport Customer Engagement Solutions Lead

Executive Level 1

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<b>JOB REFERENCE NUMBER</b>	60016215
<b>CLASSIFICATION</b>	Executive Level 1 (Senior Professional Officer Grade C)
<b>GROUP</b>	Business Solutions
<b>PROGRAM</b>	Aviation, Land & Maritime Transport
<b>LOCATION</b>	Melbourne or Brisbane
<b>STATUS</b>	Non-ongoing specified task until 30 <sup>th</sup> June 2022
<b>WORKING HOURS</b>	Full time
<b>SALARY RANGE</b>	\$98,209 to \$110,623, plus an additional 15.4% superannuation
<b>CLOSING DATE</b>	11:30pm AEST/AEDT Thursday 12 <sup>th</sup> November 2020
<b>APPLICANTS</b>	Australian Citizenship – see <a href="#">Eligibility Requirements</a>
<b>CONTACT OFFICER</b>	Jamie Treleaven, Senior Project Manager Transport Customer Engagement Phone: 0429 236 125 Email: <a href="mailto:jamie.treleaven@bom.gov.au">jamie.treleaven@bom.gov.au</a>

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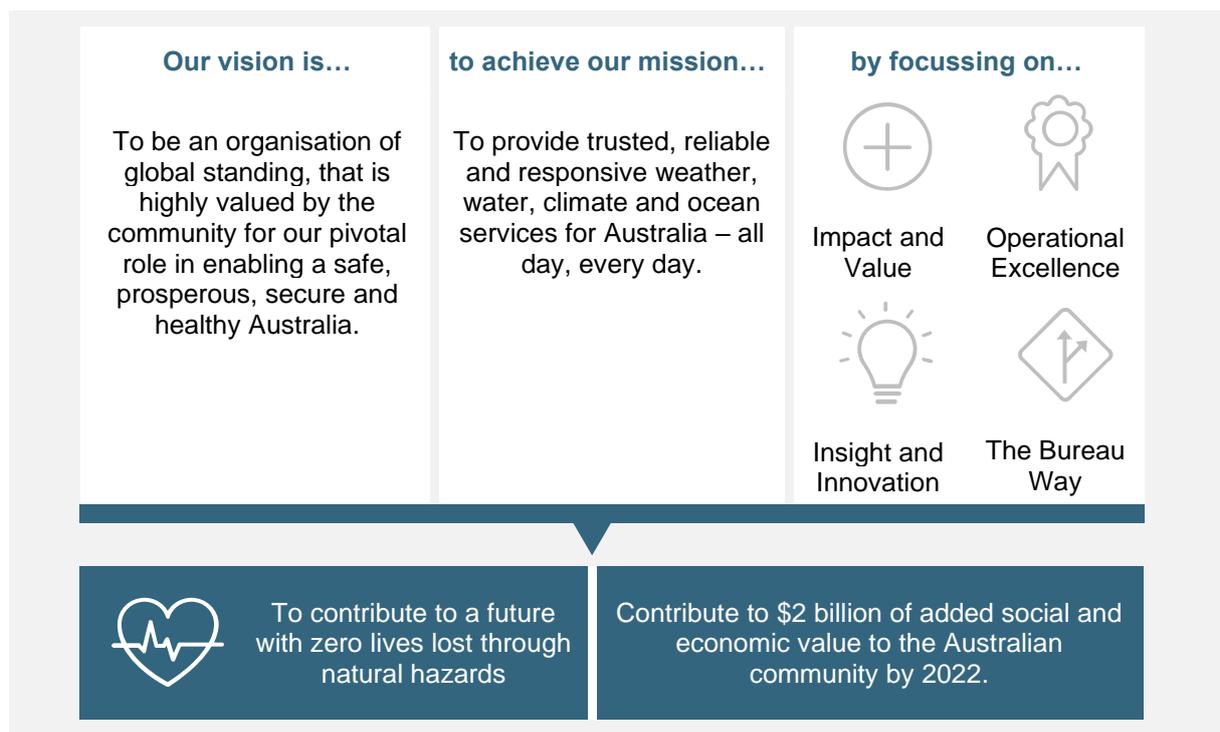
## ABOUT US

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

A high functioning weather service is imperative to the transport sector in any country, to allow transport agencies such as air traffic management, maritime regulatory agencies and search and rescue agencies to provide a reliable service to industry and the public.

Papua New Guinea is a nation with intense transport challenges. The topography, multi-island nature, population make-up, and tropical climate pose issues for aviation, land and maritime transport. The Papua New Guinea Capacity Development Project (PNGCDP) is a five-year DFAT-funded initiative (currently in Year 4) led by the Transport Customer Engagement (TCE) team within the Bureau's Aviation, Land and Maritime Transport (ALMT) Program.

PNGCDP is focused on the restoration of weather observations in PNG, the uplift of meteorological forecaster capacity (with an emphasis aviation) and mentoring for PNG NWS senior leadership on matters of governance and strategy.

The TCE team are seeking an individual with:

- a strong interest in capacity development (the process through which individuals, organisations and societies obtain, strengthen and maintain capability)
- a demonstrated understanding of the processes, products and services delivered by National Hydrological and Meteorological Services (NHMSs) to the transport industry (emphasis on aviation, land and maritime sectors)
- a willingness to engage broadly across the Bureau's capability areas to identify, coordinate and deploy the skills, knowledge and expertise needed to achieve project deliverables
- outstanding communication skills, with a high degree of initiative and ability to self-manage
- experience establishing strong working relationships with stakeholders and project team members, employing a consultative and influencing approach is essential
- experience in end-to end management, project financial management and project and process establishment
- enterprise project management or change management experience will be looked on favourably
- experience as an effective leader and communicator with the ability to liaise broadly across the Bureau's capability areas to ensure the successful delivery of project activities; and



- an ability to deliver high quality results, work independently (with limited supervision), be highly proactive and flexible

## ROLE RESPONSIBILITIES

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

1. Coordinate the design, development and deployment of observations, forecasting and governance capacity development resources, including training material and tools for the PNG NWS (in person, on-line and offline)
2. Provide support to the Project Manager and Project Sponsor on all aspects of project delivery for all projects in Transport Customer Engagement (i.e. administration, procurement and project management activities)
3. Engage broadly across the Bureau's capability areas to identify, coordinate and deploy the skills, knowledge and expertise needed to achieve capacity development deliverables.
4. Assist the National Manager Transport Customer Engagement (and the team more broadly) to develop further opportunities, proposals and business cases to support high quality transport related services
5. Be aware of and apply as necessary, the principles and practices of the various elements of the Bureau's Commitment to Diversity & Inclusion
6. 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 Executive Level 1 positions.

### Leadership and Management

- Demonstrated ability to provide leadership, steer and implement change and inspire a clear sense of purpose and direction to project teams.
- Experience in effectively managing staff and resources in complex and multidisciplinary program and project setting.
- Ability to focus strategically on directions of the aviation, land & maritime transport sectors across Australia and neighbouring regions.
- Demonstrated commitment to quality management.
- Demonstrated ability to identify, initiate and undertake projects to improve transport services that increase value and effectiveness to customers.
- Demonstrated ability to develop project briefs, proposals, detailed project plans and business cases.

### Communication and Liaison

- A proven track record of effective communication and liaison within the setting of a national weather service.
- Ability to prepare and present reports to management and customers to a high standard.

### WHS and Diversity & Inclusion

- Demonstrated understanding and commitment to the implementation of workplace health and safety, the APS Values and Code of Conduct and the Bureau's Commitment to Diversity & Inclusion.

All criteria are important and are rated equally



### **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 through [BOMCareers](#).

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 [BOMCareers@bom.gov.au](mailto: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](#).