



A NEW OUTLOOK FOR YOUR CAREER

Project Manager - National Security Services

Executive Level 1

JOB REFERENCE NUMBER	3122
CLASSIFICATION	Executive Level 1 (Senior Professional Officer Grade C)
GROUP	Business Solutions
PROGRAM	National Security
LOCATION	Docklands or Canberra
STATUS	Ongoing
WORKING HOURS	Both full time and part time will be considered
SALARY RANGE	\$98,209 to \$110,623, plus an additional 15.4% superannuation
CLOSING DATE	11:30 pm AEST/AEDT Tuesday, 20 October 2020
APPLICANTS	Australian Citizenship – see Eligibility Requirements
CONDITIONS	Successful candidate will be required to obtain and maintain a Negative Vetting Level 1 Security Clearance from the Australian Government Security Vetting Agency (AGSVA)
CONTACT OFFICER	Victoria Pit – Manager National Security Services Ph: 0402 008 674 Email: victoria.pit@bom.gov.au Alternate contact: James Lannan – National Manager Defence Operations Email: james.lannan@bom.gov.au



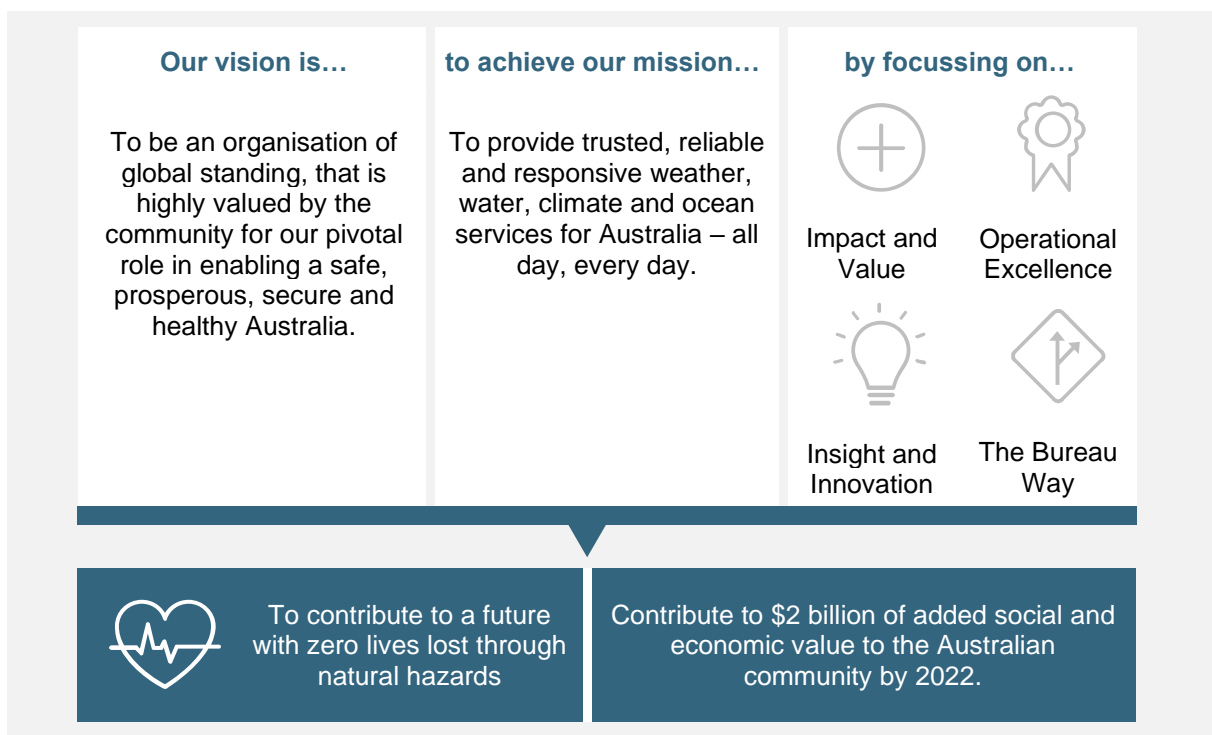
ABOUT US

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 Bureau of Meteorology is seeking a dedicated, highly talented Project Manager to fill the role of the Project Manager National Security Services. The ideal candidate would relish the challenge of working in an environment which is focused on providing the best support to the national security agenda and agencies. Coordinating the work of the Bureau's National Security Program, the role takes concepts from our national security end users and works those concepts into deliverables as products and services for the Bureau. The Project Manager National Security Services reports to the National Manager National Security Services (EL2).

The National Security Program sits within the Bureau's Business Solutions Group and is the primary provider of environmental intelligence to national security agencies, specifically supporting the Department of Defence and the ADF, but also Home Affairs and the Department of Foreign Affairs and Trade. Services provided by this Program enhance national security agencies' ability to make timely decisions through the provision of accurate, timely and relevant environmental intelligence including space weather, meteorological, oceanographic services and climate data.

Services specifically include the provision of forecasts, real-time observations, climatological data and oceanographic data and services, meteorological training, professional advice to assist decision-making and planning and direct support to operations and strategic planning. The Program is also involved in initiating and delivering collaborative capability enhancement projects.

We are seeking the services of an experienced Project Manager with the capability to lead and manage the delivery of a large portfolio of projects across the Program. Examples of some projects with varying complexity include:

- Linking technical staff on an aerial surveillance and air traffic control project from Defence with Bureau RADAR delivery staff to find a successful outcome and pathway for delivery while understanding the Bureau's technical risks;
- Ensuring priority is given to the delivery of a particular space weather observation system to meet customer's needs within a broader uplift of observation and data processing systems within the Bureau;
- A simple data exchange between Defence and the Bureau.

The position requires outstanding people skills and a can-do approach to working with staff at the Executive Level 2 who directly support national security agencies, by distilling their needs into deliverable projects for the Bureau.



The role would be well suited to someone with a background in government (particularly national security agencies) who can turn ideas into outcomes through closely engaging with national security customers, and enablers in the Bureau including data managers, finance, people managers and project managers. They should be prepared to work in an environment where program and project methodology is developing and seek to be a participant and leader in shaping this environment and process. They should also have strong relationship management skills and understand how to tailor processes based on each project's characteristics to ensure the right level of control. An ability to develop agreements and arrangements between agencies and understand a quality management process is strongly desirable.

ROLE RESPONSIBILITIES

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

- 1) Plan and drive the delivery of multiple concurrent projects, managing all delivery aspects including financial and resource forecasts, supporting and encouraging team performance.
- 2) Maintain project artefacts following prescribed standards and contribute to the improvement of project management governance standards, processes and templates.
- 3) Coordinate cross-program activities and dependencies and liaise effectively with stakeholders to enable engagement and elicit subject matter expert and client contributions to the project/s.
- 4) Implement projects in alignment with the Bureau of Meteorology's Project Management Framework and Delivery Model, interfacing with MS Dynamics (CRM) and MS Project.
- 5) Be aware of, and apply as necessary, principles and practices in line with the 'Bureau Way'. Understand our purpose, values and behaviours we expect you to embed in your everyday life, in and out of the workplace.
- 6) Complying 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.

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 '800-word pitch' that considers:

- 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 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](#).