



A NEW OUTLOOK FOR YOUR CAREER

Strategic Communication Officer

APS Level 6

JOB REFERENCE NUMBER	60016351
CLASSIFICATION	APS Level 6 (Administrative Services Officer Class 6)
GROUP	Enterprise Services
PROGRAM	Communications
LOCATION	Canberra or Melbourne
STATUS	Ongoing or Non-ongoing specified task until December 2021
WORKING HOURS	Both full time and part time will be considered
SALARY RANGE	\$80,665 to \$91,713, plus an additional 15.4% superannuation
CLOSING DATE	11:30pm AEST/AEDT Thursday 17 th December 2020
APPLICANTS	Australian Citizenship – see Eligibility Requirements
CONDITIONS	Successful candidate will be required to obtain and maintain a Baseline Security Clearance from Australian Government Security Vetting Agency
CONTACT OFFICER	Michelle Fitzgerald Manager, Internal Communication & Engagement Phone: (02) 6232 3524 Email: michelle.fitzgerald@bom.gov.au
VALID FROM	25 th November 2020



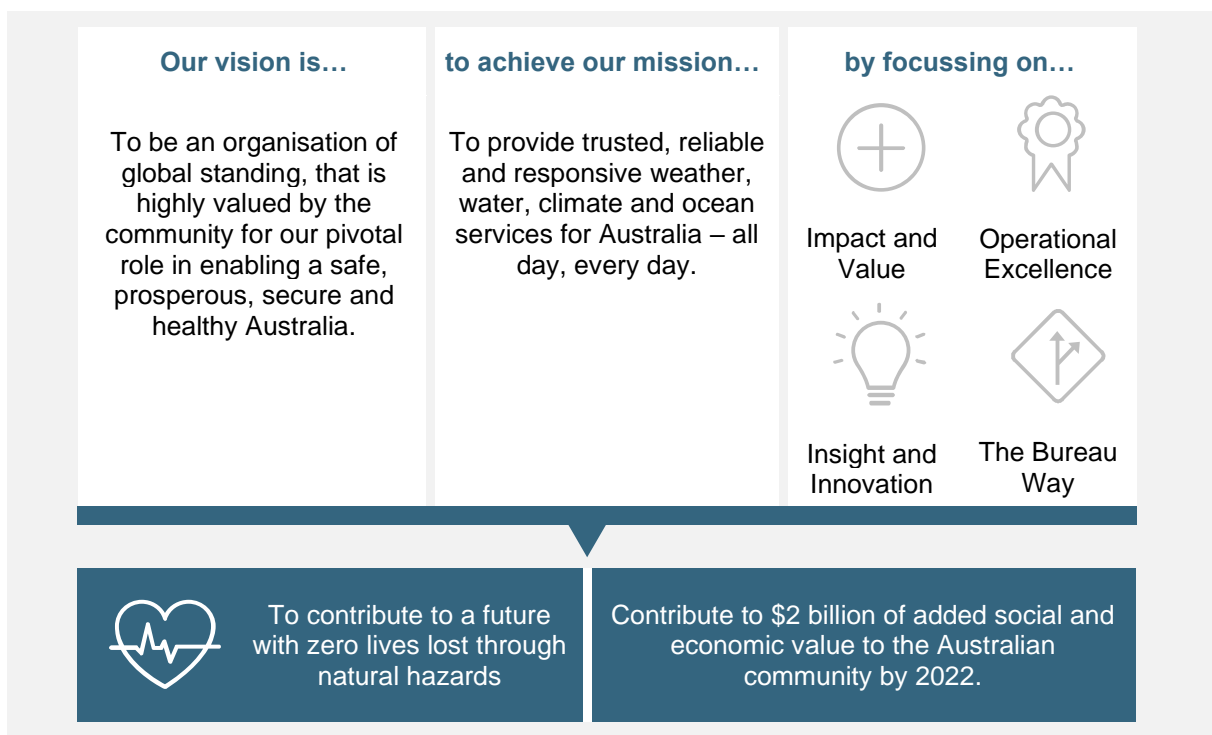
ABOUT US

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

We are seeking an experienced and enthusiastic strategic communication professional to join the Bureau of Meteorology's Communication Program.

The communication specialist will support the Bureau of Meteorology through development, implementation and evaluation of effective external and internal communication plans and activities to support Bureau executive and business areas and contribute to the implementation of the Bureau's Strategy 2017-22.

The Bureau is in a period of significant transformation, with several major programs that change the way our people work, and improve the services and products we deliver for our customers under way. As the successful candidate, you will be a strategic thinker who constantly strives for better outcomes and has experience developing and implementing internal communication and engagement strategies. You will have demonstrated your ability to build trust and provide advice to diverse stakeholders across a broad range of topics. You will have experience in advising on the most appropriate format and communications channels for intended audiences, so you can ensure communications align with Bureau style and meet accessibility requirements.

You will have excellent communication skills, with a demonstrated ability to write and edit material for a range of audiences and communication channels, and on behalf of senior leaders. You will be comfortable following established processes and show initiative through contributing to ongoing improvements in the quality and effectiveness of our processes and systems.

You will be flexible, resilient, creative and have the ability to manage multiple deadlines under pressure. You will thrive in a team environment, build excellent relationships and work effectively with a range of people.

From time to time, during periods of severe weather or other events, the successful candidate may be required to work extended hours at short notice or be available to work outside normal office hours to support the broader Communications Program.

The Bureau offers a range of training and professional opportunities to support the development of staff to achieve their professional goals.



ROLE RESPONSIBILITIES

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

1. Work with business partners across the Bureau to provide strategic communication advice, deliver effective and engaging communication plans (internal, external or stakeholder engagement) and activities, and monitoring and evaluating outcomes.
2. Draft, edit and publish effective and engaging communication material for a range of traditional and new media including talking points, newsletters, emails, speeches, letters, intranet and video.
3. Provide strategic communication advice and communication materials to support major change initiatives within the Bureau.
4. Develop productive working relationships with scientists, researchers, technical experts, change managers, corporate areas and other communication professionals in the Bureau to ensure internal communication services are coordinated and meet priority needs.
5. Support communication channel management and undertake business process improvements.
6. Assist with media team surge support during severe weather or other events, and potentially provide support after hours on a surge roster.
7. Ensure that plans, policies and practices in relation to the various elements of the Bureau's Commitment to Diversity and Inclusion are applied.
8. 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.

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.

Supports strategic direction

- Thinks strategically when developing communication plans and materials that supports an organisation's shared purpose and direction and aligns to organisational goals, strategies and plans
- Harnesses information and data to support the implementation of communication plans and other opportunities
- Shows judgement, intelligence and common-sense.

Achieves results

- Ability to deliver communication solutions for complex communication and change management issues
- Proven experience in managing projects from start to finish, monitoring project progress and adjusting plans as required
- Applies professional communication expertise to develop communication plans and materials
- Responds positively to change and uncertainty
- 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.

Communicates with influence

- Communicates clearly verbally and in written materials and communication products
- Listens, understands, and adapts to audience
- Negotiates confidently.

Desirable qualifications:

A degree or diploma of an Australian educational institution, or a comparable overseas qualification, which is appropriate to the duties.

Experience using Sharepoint (or similar)

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
- 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](#).