



A NEW OUTLOOK FOR YOUR CAREER

Communication & Change Specialist

APS Level 6

JOB REFERENCE NUMBER	16143
CLASSIFICATION	APS Level 6 (Administrative Services Officer Class 6)
GROUP	Enterprise Services
PROGRAM	Customer Relationships
LOCATION	Melbourne, Canberra or Brisbane
STATUS	Ongoing/non-ongoing specified task for 12 months
WORKING HOURS	Both full time and part time will be considered
SALARY RANGE	\$80,665 - \$91,713 per annum, plus an additional 15.4% superannuation
CLOSING DATE	11:30pm AEST/AEDT Sunday, 27 September 2020
APPLICANTS	Australian Citizenship – see Eligibility Requirements
CONDITIONS	The successful candidate will be required to obtain and maintain a Baseline security clearance
CONTACT OFFICER	Kate Dalton – General Manager Customer Relationships Ph: 0448 750 556 Email: kate.dalton@bom.gov.au



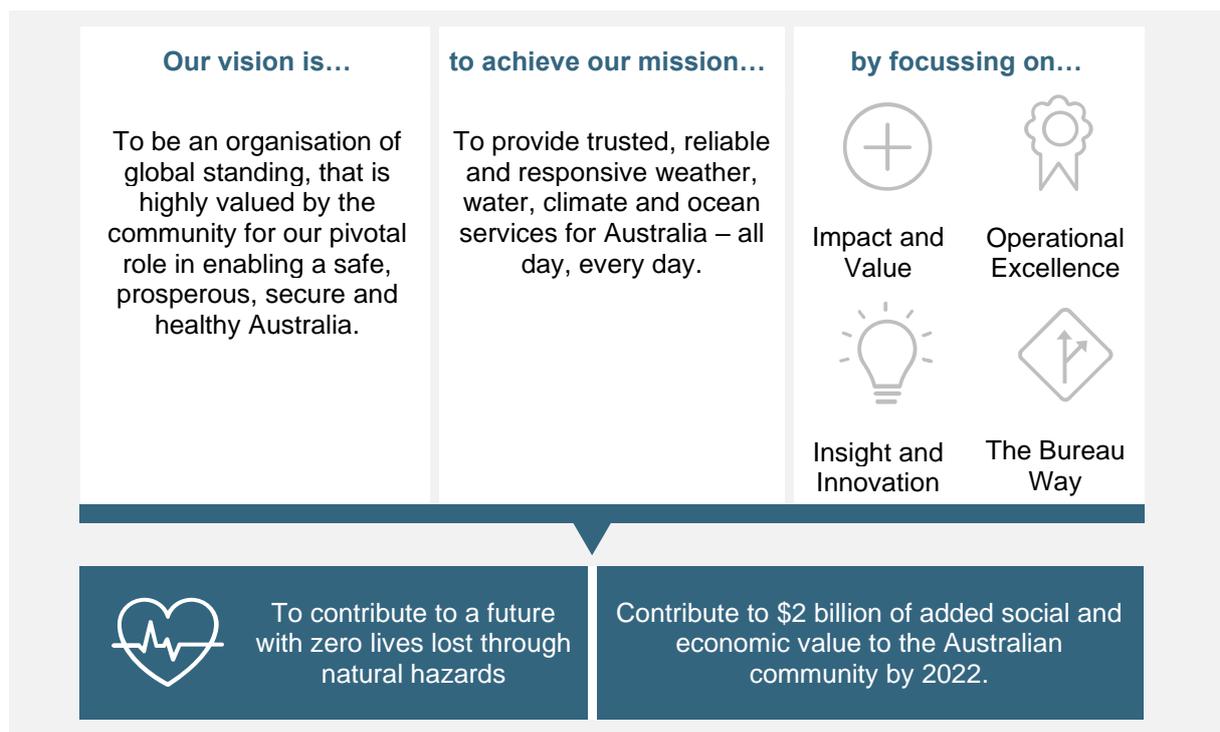
ABOUT US

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 Bureau is seeking an experienced communication and change management specialist to support the establishment and implementation of a formal product management process. The role will be required to work cross-functionally, to help deliver a new way of managing products and their lifecycle, and will have responsibility to plan, prepare and implement change and communication material.

The successful applicant will play a key role in ensuring that the Bureau understands its internal and external stakeholders regarding product management, and that appropriate planning and engagement is undertaken to make a smooth transition to new ways of working. The role will focus on ensuring communication and change initiatives meet the objectives of increasing employee awareness, desire, knowledge, adoption and usage.

The communication and change specialist will contribute to the successful implementation of the product management process, as the Bureau strives to create greater impact and value for our customers, from the products we offer.

This role is part of the Customer Relationships team, within the Enterprise Services Group, supporting an enterprise approach to product management to help deliver an outstanding customer experience.

ROLE RESPONSIBILITIES

Reporting to the Product Management Lead, Customer Relationships, the responsibilities of the role include but are not limited to:

1. Developing and executing the delivery of planned change management, in line with the Bureau framework, with a focus on product management uplift across the Bureau
2. Developing and implementing engagement and communication strategies and programs to reach key stakeholders including Bureau staff, in alignment with the Bureau's communication frameworks and delivery channels.
3. Providing regular updates and reports to key stakeholders including Program and Group executives as required
4. Developing and exercising collegiate relationships with the Bureau's internal engagement and staff development units to ensure consistency with the Bureau's approach.



5. Within the Customer Relationship Program, contributing expertise to support the deliverables of the program, in particular in the areas of change and issues management, and stakeholder and customer engagement.
6. Providing logistical support to stakeholder engagement activities and initiatives.
7. Proactively identifying, manage and escalate, where appropriate, communication and change management risks and issues that have the potential to impact on the Program's deliverables.
8. Demonstrating commitment to APS Values, Employment Principles, Code of Conduct and the Bureau's Diversity and Inclusion Commitment statement
9. 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

- Experience in developing and executing planned change management of a strategic change, integrated with planned communication; product management uplift experience would be an advantage

Achieves results

- Experience in developing and implementing effective
 - change management programs; experience using the PROSCI ADKAR model would be an advantage
 - communication programs integrated with change management

Supports productive working relationships

- Demonstrated experience in building and sustaining collaborative relationships with internal and external stakeholders and clients.

Displays personal drive and integrity

- Demonstrated personal qualities of attention to detail, common sense, integrity, energy, drive and enthusiasm in the workplace

Communicates with influence

- Demonstrated ability to present to various audiences with poise and confidence

Desirable

- A relevant tertiary qualification from an Australian educational institution, or a comparable overseas qualification, is desirable

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 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](#).