

A NEW OUTLOOK FOR YOUR CAREER



Australian Government
Bureau of Meteorology

Accommodation Planner

Executive Level 1

JOB REFERENCE NUMBER	16050
CLASSIFICATION	Executive Level 1 (Senior Officer Grade C)
GROUP	Enterprise Services
PROGRAM	Finance
LOCATION	Melbourne
STATUS	Ongoing
WORKING HOURS	Full time
SALARY RANGE	\$98,209 to \$110,623 per annum, plus an additional 15.4% superannuation
CLOSING DATE	11:30 pm AEST/AEDT Thursday, 13 August 2020
APPLICANTS	Australian Citizenship – see Eligibility Requirements
CONTACT OFFICER	Daniel Hannan – Head of Property Services Ph: 02 6232 3561 Email: Daniel.Hannan@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.

Our vision is...

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.

to achieve our mission...

To provide trusted, reliable and responsive weather, water, climate and ocean services for Australia – all day, every day.

by focussing on...



Impact and value



Operational excellence



Insight and innovation



The Bureau way



To contribute to a future with zero **lives lost** through natural hazards

Contribute to \$2 billion of **added social and economic value** to the Australian community by 2022



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

The Bureau has an extensive property portfolio located throughout the Australian mainland and adjacent islands comprising 34 staffed offices, 62 weather surveillance radar sites and approximately 700 automatic weather station sites. The Property Services function is responsible for the delivery of facilities management and leasing services, together with the provision of strategic property advice ensuring that our facilities support the Bureau's activities and outcomes.

The Accommodation Planner reporting directly to the Head of Property Services, will be responsible for the planning of appropriate accommodation for the Bureau's staff and contracted personnel. The Accommodation Planner will plan, develop, and implement accommodation policies and strategies that are consistent with the Bureau's accommodation principles. A key focus of the role will be monitoring and managing the utilisation of office accommodation across the Bureau's portfolio and developing strategies that ensure the efficient use of space.

The successful applicant will possess the following attributes:

1. Results focused with the ability to work both independently and as part of a team.
2. Strong leadership, interpersonal, and communication skills.
3. Proven ability to manage multiple projects concurrently.
4. Experience with accommodation space management and planning systems such as Serraview, AutoCAD, Microsoft Visio.
5. Well-developed analytical skills.
6. The ability to operate with a strategic focus.

ROLE RESPONSIBILITIES

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

1. 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.
2. Manage the provision of office accommodation and related services including:
 - Assessing business needs and requirements.
 - Planning and the management of periodic re-stacking activities.



- Stakeholder engagement and relationship management, providing guidance, advice and recommendations as required.
 - Manage procurements and contracts that support accommodation planning activities.
3. Manage and maintain the content of the Bureau's space management system.
 4. Collect, collate and maintain data related to the Bureau's office environment including utilisation, occupancy numbers, density and cost per sqm.
 5. Responsible for the Whole of Australian Government reporting relating to the Australian Government Property Register (AGPR).
 6. Contribute to the development of strategies, policies and procedures relevant to the Bureau's property portfolio.
 7. Provide supervision and guidance to the Property Data Coordinator ensuring a work environment that supports teamwork, cooperation, performance excellence and personal success.
 8. Be aware of, and apply as necessary, the principles and practices of the various elements of the Bureau's Social Justice policies.

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 EL1 positions.

The successful candidate for the Accommodation Planner role will be able to demonstrate the following skills, knowledge and experience:

1. Supports strategic thinking

- Supports shared purpose and direction
- Thinks strategically
- Harnesses information and opportunities
- Shows judgment, intelligence and common sense

2. Achieves results

- Identifies and uses resources wisely
- Applies and builds professional expertise
- Responds positively to change
- Takes responsibility for managing work projects to achieve results

3. 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

4. Displays personal drive and integrity

- 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

5. Communicates with influence



- Communicates clearly
- Listens, understands, and adapts to audiences
- Negotiates confidently

6. Diversity and Inclusion

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

Desirable qualifications:

A degree or diploma from an Australian educational institution, or a comparable overseas qualification, in Architecture, Project Management, Project Planning or related field.

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 [eRecruit](#) system.

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](#).