

A NEW OUTLOOK FOR YOUR CAREER



Australian Government
Bureau of Meteorology

Officer in Charge – Darwin Airport

APS Level 5

JOB REFERENCE NUMBER	3067
CLASSIFICATION	APS Level 5 (Technical Officer Level 3)
GROUP	Data & Digital
PROGRAM	Observing Systems & Operations
LOCATION	Darwin Airport
STATUS	Ongoing / non ongoing specified task for 3 years
WORKING HOURS	Full time
SALARY RANGE	\$73,151 - \$79,725 plus an additional 15.4% superannuation
CLOSING DATE	11:30 pm AEST/AEDT Wednesday, 12 August 2020
APPLICANTS	Australian Citizenship – see Eligibility Requirements
CONDITIONS	<p>The successful candidate will be required to</p> <ul style="list-style-type: none">- Hold a current Australian driver's license- Obtain and maintain a Baseline security clearance from the Australian Government Security Vetting Agency (AGSVA)- Undertake psychometric and medical assessments as appropriate
CONTACT OFFICER	<p>Samantha Thompson – Manager Observing Operations Hub Darwin Ph: (08) 8920 3883 Email: oohd.manager@bom.gov.au</p>



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:



POSITION OVERVIEW

The Darwin Airport Officer-in-Charge is at the APS Level 5 (TO3) work standard and has over site of the program of works at this office and direct supervision of APS3 (TO2) observing staff. This position is responsible for the performance of the scheduled observation program, instrument and routine maintenance, quality assurance of observations and performance of regional AIFS (Australian Integrated Forecast System) quality control.

This position includes shift work 24/7 to support manual observations. Additional over time may be required from time to time to support observations.

Pending the outcomes of the Automation of Observations at Major Airports Project and the possible implementation of automated observing capability at capital city airports, this position may be relocated to the Darwin Observing Operations Hub within 3–5 years.

ROLE RESPONSIBILITIES

With limited guidance, undertake the following activities,

1. Oversee the work of a Meteorological Information Office (MIO), including the prescribed programme of observations completing reports and associated tasks as required.
2. Administrative management of subordinate staff; including, but not limited to recruitment, individual PDS, performance, competencies and skills, accreditations, training, leave;
3. Perform surface and upper air observations using electronic and other equipment as appropriate and carry out computations, encode messages and use communications equipment as necessary. Support and perform approved on site third party activities.
4. Review the adequacy of the observational programme and the provision of meteorological services. As necessary, recommend, through the Observing Operations Hub Manager (OOHM-Darwin), required changes to approach, procedures or data. Monitor the quality of observations.
5. Perform administrative tasks relating to supply, transport and premises matters. As necessary, liaise with the OOHM-Darwin and/or Regional Corporate Business Manager.
6. Participate in the routine instrument and equipment maintenance program.



7. Liaise with various internal and external stakeholders at the appropriate level and represent the Bureau in a professional manner in accordance with Australian Public Service values and Code of Conduct.
8. Support Bureau WHSE initiatives, ensure compliance with Bureau WHS procedures and keep your own state of knowledge current in line with the industry state of knowledge for your role.
9. Ensure that plans, policies and practices in relation to the various elements of the Bureau's Social Justice Strategy are applied and that training and development programs are implemented in the work area.

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 5 positions.

1. Ability to manage and control a Meteorological Office incorporating a wide range of management and administrative functions, use Bureau preferred computer software packages and applications and have a sound working knowledge of the Bureau's stores procedures.
2. Extensive experience and demonstrated knowledge of observational techniques and equipment employed in the performance of meteorological observations together with a sound understanding of the Bureau's observational network and have (or ability to gain) relevant competencies in performing Aerodrome Weather Reports.
3. Proven ability to introduce or maintain an efficient Quality Control program to ensure the accuracy and integrity of all records and data produced.
4. Proven communication, liaison, interpersonal and public relation skills relevant to position.
5. Proven ability to manage, supervise and develop staff in your line of responsibility
6. Awareness of the principles and practices of the various elements of the Bureau's Social Justice Strategy, including WH&S, Workplace Diversity and Participative Workplace Practices and demonstrate commitment to ensure implementation in the workplace.

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 on the Bureau's [eRecruit](#) system.

Your application will consist of resume, contact details for two referees and responses (max 500 words per criterion) to the selection criteria (max 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](#).