



A NEW OUTLOOK FOR YOUR CAREER

Strategic Policy Officer

APS Level 6 – Executive Level 1

JOB REFERENCE NUMBER	16323
CLASSIFICATION	APS Level 6 (Administrative Services Officer Class 6) – Executive Level 1 (Senior Officer Grade C)
GROUP	Strategy & Performance
PROGRAM	Enterprise Strategy & Transformation
LOCATION	Canberra
STATUS	Ongoing and non-ongoing
WORKING HOURS	Both full time and part time will be considered
SALARY RANGE	APS Level 6 - \$80,665 - \$91,713 per annum Executive Level 1 – \$98,209 - \$110,623 per annum Plus 15.4% superannuation
CLOSING DATE	11:30pm AEST/AEDT Thursday, 3 December 2020
APPLICANTS	Australian Citizenship – see Eligibility Requirements
CONDITIONS	The successful applicant/s will be required to obtain and maintain a Baseline security clearance
CONTACT OFFICER	Kaitlin Peters – Strategic Policy Officer Ph: (02) 6210 3051 Email: kaitlin.peters@bom.gov.au



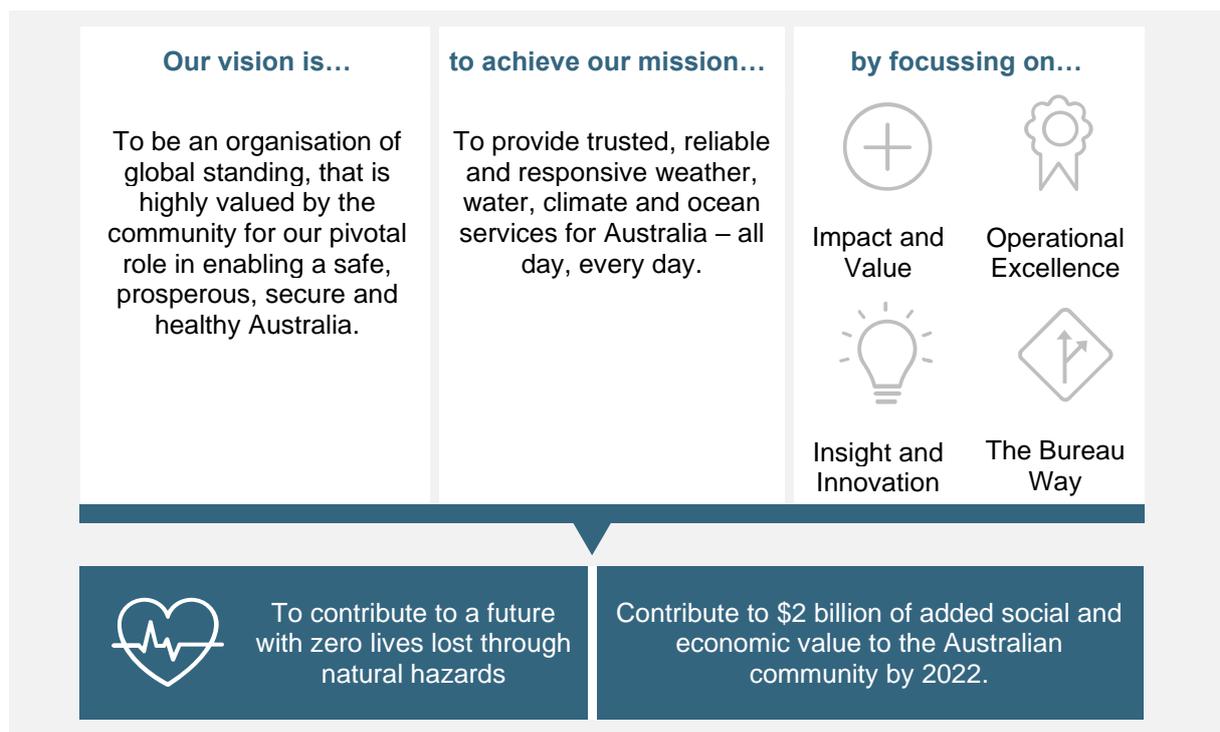
ABOUT US

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 is offering an opportunity for dedicated, strategic problem solvers with government policy experience to join the Strategic Policy and Support section. The section supports the Bureau in its interactions with government processes and key government stakeholders; provides strategic policy advice; undertakes environmental scanning and futures work; and works with technical areas of the Bureau to support strategy across the organisation.

The role offers the opportunity to develop strategic policy development and engagement skills and to play a key role in ensuring Australians can access the weather, water and climate information they need in future.

The successful candidate/s will have an aptitude for making strategic linkages, cutting through complex policy and technical matters and navigating ambiguity. You will be a self-starter who has strong written and verbal communication skills and can work to tight deadlines.

You will be a team player who value working collaboratively and supporting colleagues to solve problems and achieve objectives. Experience in a similar role at other Commonwealth agencies would be advantageous.

ROLE RESPONSIBILITIES

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

1. Providing guidance and advice to the broader organisation on Government policy, frameworks and procedures
2. Contributing to the writing and quality assurance of new policy proposals and business cases for the Commonwealth Budget
3. Preparing enterprise-wide plans and frameworks which support the Bureau's Strategy
4. Performing research and analysis on complex issues, identifying best practice approaches and offering recommendations
5. Contributing to the implementation of improvement initiatives to achieve more effective outcomes



6. Coordinating technical input from across the organisation and forming a cohesive narrative for a general audience
7. Involvement in program leadership including people management*, and
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.

*EL1 candidates only

Duties representing highest function: 1-5

Immediate Supervisor: Lead, Strategic Policy and Support (EL2)

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 & Executive Level 1 positions.

1. Relevant experience

- Experience in undertaking a similar role which directly contributed to the strategic direction of an organisation would be highly regarded.
- Experience producing high quality briefings and documents.
- Experience working with other Commonwealth Government agencies to achieve results would be advantageous.

2. Achieves results

- Delivers on intended results and marshals professional expertise.
- Takes initiative, develops and supports innovative solutions, and identifies opportunities for improvement.

3. Shapes strategic thinking

- Thinks analytically and focuses strategically.
- Shows judgement, intelligence and common sense.
- Considers the ramifications of issues, decisions and longer-term impacts.

4. Nurtures productive working relationships

- Builds and sustains collaborative relationships with internal and external stakeholders.
- Guides, mentors and develops people.

5. Communicates with influence

- Demonstrates excellent communication skills with internal and external stakeholders.
- Negotiates persuasively and influences the thinking of others.
- Listens, understands and adapts to audience.

6. Exemplifies personal drive and integrity

- Provides informed and impartial advice.
- Shows initiative and commits to action.
- Demonstrates integrity and ethical behaviour.
- Engages with risk and shows personal courage.
- Displays resilience and self-awareness, and a commitment to personal development.



Desirable 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
- 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](#).