



Job Details

Reference:	10823
Position Title:	SENIOR PROFESSIONAL OFFICER GRADE C
Classification:	EXECUTIVE LEVEL 1
Salary range:	\$83,187 - \$ 89,828, plus an additional 15.4% superannuation
Location:	Air Services National Operations Centre, Level 7, Allen Woods Building, 25 Constitution Ave, Canberra, Act 2600
Division:	Services
Region:	New South Wales
Section:	Aviation National Operations Centre
Status:	Ongoing
Applicants:	Australian citizenship – see Essential Applicant Information
Applications close:	Thursday, 5 November 2009

Advertisement

Under broad guidance from the Manager of Upper Airspace Weather Services and in conjunction with the Bureau of Meteorology's Aviation Weather Services Section and Regional Offices perform duties as a senior meteorologist on shift to assist Airservices Australia and the aviation industry with meteorological issues relating to air traffic management.

Duty Statement

Duties

Under the broad policy control and direction of the Manager of Upper Airspace Weather Services, and in conjunction with the Aviation Weather Services Section, act as a senior meteorologist on shift performing complex and critical professional work. In particular:

1. Monitor aerodrome and enroute meteorological observations, forecasts and warnings within Australia and overseas;
2. Provide a comprehensive, timely, proactive and accurate consultancy and advisory service in relation to actual and expected meteorological conditions to Airservices Australia and the aviation industry to help with meteorological issues relating to air traffic management;
3. Liaise with Bureau offices and other international meteorological service providers regarding meteorological observations, forecasts, warnings and other relevant products;
4. Manage the day-to-day operations and resources of the Unit, including the effective oversight of computing and communications issues;
5. In consultation with aviation clients, participate in the design, research, development and implementation of aviation weather-related products, services, procedures, education and training;
6. Participate in the long-term planning and strategic management of the Unit and make recommendations for

change;

7. Arrange and participate in the education and training of members of the aviation industry.
8. Ensure that plans, policies and practices in relation to the various elements of the Bureau's Social Justice Strategy are applied in the work area, and that training and development programs are implemented for staff.

Duty representing highest function: 1, 2

Immediate supervisor: EXECUTIVE LEVEL 2 (SPOB - METEOROLOGY) (NO. 10570)

Job Profile

Role of the Aviation Weather Services Section

The fundamental role of the Aviation Weather Services Section is to deliver an outstanding meteorological service to the aviation industry; to provide fulfilling careers and professional satisfaction for staff; and to develop new and improved aviation meteorological products and services.

Role of the Upper Level Aviation Meteorological Support Unit - NOC

The fundamental role of the Upper Level Aviation Meteorological Support Unit is to provide a comprehensive integrated service to assist with management of upper level air services through the Air Services Australia National Operations Centre (ASA – NOC). This would be achieved through close interaction with ASA-NOC staff in a real time operational setting whereby forecasters working along side ASA-NOC staff would provide comprehensive, accurate and timely meteorological services to help minimise the impact of weather related factors on airline operations.

Function of the Position

As a senior officer, and on a shiftwork basis, the occupant (under broad policy and control of the Manager of Upper Air Space Weather Services, and in conjunction with the Aviation and Defence Weather Service Program Office) would be responsible and accountable for the real-time operations of Weather Services in support of the Air Services Australia NOC. In particular they would be required to:

- Exercise independent and professional judgment in the preparation, provision and review of aviation meteorological services to airline operational groups in a timely, comprehensive and accurate manner;
- Monitor aerodrome and enroute meteorological observations, forecasts and warnings relevant to effective air transport operations and to communicate these to NOC operational groups; and
- Manage the day-to-day resources of weather services at the NOC, including the effective oversight and response to computing and communication issues.

The occupant is required to participate in the design, development and implementation of projects aimed at improving aviation weather forecasting, procedures, products and services, particularly with the emergence of new technologies and scientific theories. As part of this process the occupant must be able to build partnerships and communicate effectively with the meteorological community and the aviation industry, to possess a high standard of written and verbal communication skills, manage change and follow projects through to completion.

A good understanding of strategic planning is also important as the occupant is required to participate in the long-term planning and strategic management of weather support services at the NOC, and help manage change in the workplace.

The occupant is required to show good time management and training skills along with good judgement, initiative, maturity and a commitment to personal development.

Selection Criteria

Applicants must address the selection criteria. To assist you prepare your application, please read the information at [General Information for Applicants](#) and complete the Bureau of Meteorology Application Cover Form.

- 1. Professional Knowledge.** Extensive knowledge of, and proven ability in, the provision of meteorological services. A good understanding of aviation industry requirements with regard to meteorological services.
- 2. Organisational Skills.** Sound management and organisational skills, with the ability to think strategically, to manage the day-to-day operations and resources of an operational unit and to provide informed and innovative advice. Effective time management skills and demonstrated ability to work effectively under pressure in an operational team environment.
- 3. Working Relationships.** The demonstrated ability to build internal and external relationships through partnerships and teamwork, with a commitment to customer service. An understanding and commitment to the Bureau's Social Justice policy.
- 4. Communication Skills.** The demonstrated ability to communicate clearly through both verbal and written means. The ability to negotiate persuasively and to listen, understand and adapt to different audiences, particularly the aviation industry and the meteorological community.
- 5. Personal Drive and Integrity.** Demonstrated understanding and commitment to the implementation of the APS Values and Code of Conduct. Demonstrated proactivity, decision-making skills and the motivation to commit to action. Self-awareness and the commitment to personal development.
- 6. Project Management.** The ability to effectively participate in projects aimed at improving aviation forecasting, procedures, products and services. The ability to manage change and achieve intended results.

Eligibility requirements:

Mandatory qualifications

A degree or diploma of an Australian educational institution, or a comparable overseas qualification, which is appropriate to the duties; OR eligibility for graduate membership of a professional body, which is appropriate to the duties performed; OR other comparable qualifications, which are appropriate to the duties.

Contact

If you would like to know more about the Bureau of Meteorology visit <http://www.bom.gov.au/>

Please read the selection documentation and if you have any queries specific to this position please contact Neville Koop on (02) 6268 4447.

Applications

Application can be lodged personally at the Bureau's Sydney Office: Level 15, 300 Elizabeth Street. Sydney, NSW 2000

By mail to: Personnel Manager – Bureau of Meteorology, PO Box 413, Darlinghurst NSW 1300

By email to: J.O'Brien@bom.gov.au

All applicants are required to include a completed Bureau of Meteorology Application Cover Form, Resumé or CV and a Statement addressing the Selection Criteria.

All applicants are advised to read [General Information for Applicants](#) available on this web site before submitting their application.

Should you experience any difficulties with accessing information please contact John O'Brien, Personnel Officer in Sydney, by emailing j.obrien@bom.gov.au or by telephone on (02) 9296 1586.