



Job Details

Reference: 10855

Position Title: Technical Officer Level 4 (Meteorology)

Classification: APS Level 6 (Technical Officer Level 4)

Salary range: \$64,411 - \$72,196 per annum

Location: 700 Collins Street, Docklands - Melbourne 3008

Division: Services

Branch: National Meteorological and Oceanographic Centre

Unit: National Weather Graphics Unit

Status: Non-ongoing, (9 months Specified Task, Part-time 3 days per week)

Applicants: Australian citizenship – see [Essential Applicant Information](#)

Applications close: Thursday, 16 October 2008

Advertisement

Develop graphical weather products and pages for newspapers and other media, liaising with clients and other sections of Head Office as necessary, and assist in establishing operational procedures and automated processes for the routine production and dissemination of new graphical products.

Note: This part-time position is for three days per week and may require some shiftwork

Duty Statement

Within broad guidelines,

1. Develop graphical weather products and pages for newspapers and other media, liaising with clients and other sections of Head Office as necessary.
2. Assist in establishing operational procedures and automated processes for the routine production and dissemination of new graphical products.
3. Prepare routine graphical weather products and pages on an operational basis, consistent with current forecast policy.
4. Participate in training activities related to the operation of the National Weather Graphics Unit.
5. Ensure the efficient operation of the National Weather Graphics Unit when the Manager is not on duty.
6. Be aware of and apply as necessary the principles and practices of the various elements of the Bureau's Social Justice Strategy.

This is a part-time position that may require some shiftwork.

Duty representing highest function: 1

Reports to: EXECUTIVE LEVEL 1 - (SPOC MET) (PN 6140)

Job Profile

The role of the National Weather Graphics Unit is to manage the operational production, delivery and ongoing development of a suite of high quality weather graphics products/pages for the media (mainly press). In addition, the Unit also develops other graphical weather products for the Bureau including products for the Bureau web site.

The Unit is required to liaise and collaborate with the forecasting offices, other sections within Head Office and the media to ensure that the weather information provided is consistent with forecast policy and that user requirements are being met. In addition, the Unit collaborates with Information Technology Branch on matters associated with software and hardware and with Weather Services Policy Branch on policy and national coordination matters. It also contributes to the planning of future Bureau graphical products for the benefit of the Australian Public in conjunction with Weather Services Policy Branch.

Job Description

The role of APS6 officer is to liaise with major stakeholders under guidance from the Unit's manager to:

1. Design weather pages/sections/columns for smaller newspapers;
2. Design the weather pages of major newspapers, possibly in conjunction with their own graphic artists;
3. Design new, or redesign existing graphical weather products for use by other media forms, or within the Bureau of Meteorology's website.

In all cases, the officer is required to ensure that the products meet high standards of quality and accuracy

This position will also be required on occasion to produce the above products according to the Unit's operational schedule.

In addition, the APS6 officer will need to have a strong background in meteorology and have good writing skills in order to rewrite forecasts where necessary to achieve national consistency, within the guidelines of the forecast policies set by the seven regional forecasting centres around Australia. An ability to draw meteorological charts would be desirable. It is also essential for the officer to have a strong understanding of the internal structure within the Bureau and its outputs, so that the products designed will reflect and utilise the diversity of meteorological data and information available in the Bureau.

A strong knowledge of information technology is necessary, especially in Apple Macintosh hardware and its operating system. Additionally the officer must have experience using the Adobe suite of products to develop graphics and an ability to create weather pages using desktop publishing software such as QuarkXpress.

The APS6 officer will have strong communications skills to liaise with clients, provide expertise in the field of meteorology and to negotiate on designs, together with the management skills to deliver this information within the legislative framework that guides the Bureau of Meteorology.

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. Proven experience in the development of graphical products with particular emphasis on the development of weather pages as seen in the newspapers.
2. Extensive experience and sound knowledge of information technology as it applies to the production of graphics, with particular emphasis on:
 - a. the Adobe suite of graphical applications (Adobe Photoshop, Adobe Illustrator, Adobe Acrobat);
 - b. web-production programs such as Adobe Dreamweaver and Adobe Fireworks (to a lesser extent);
 - c. desktop publishing programs such as QuarkXpress; and
 - d. working within the UNIX and Macintosh environments.
3. A sound knowledge of meteorological science and the services provided by the Bureau of Meteorology.
4. Demonstrated personal qualities of drive, commitment and initiative with proven ability to work within a team environment to make sound judgements in a high pressure work environment.
5. A high level of written and oral communication skills, including the ability to liaise effectively with the media and other sections of the Bureau of Meteorology.
6. Be aware of, and apply as necessary, the principles and practices of the various elements of the Bureau's Social Justice Strategy.

All criteria are important and are rated equally.

Mandatory Qualifications:

Eligibility Requirements: An associate diploma from an Australian educational institution, or a comparable overseas qualification, which is appropriate to the duties; OR relevant experience and training, which enables the employee to competently perform the duties at this level; OR other comparable qualifications, which are appropriate to the duties.

The successful applicant must have good communication skills and a strong background in meteorology. In addition, the applicant must have proven experience in meteorological graphic designs with particular emphasis in the development of newspaper weather pages.

This is a part-time position that may require some shiftwork

Contact

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

Employment conditions for most Bureau employees are contained in the Bureau of Meteorology Certified Agreement 2006-2008 which is available on the website at:
http://www.bom.gov.au/inside/ca_2006-2008.pdf

Please read the selection documentation and if you have any queries specific to this position please contact Ms Mei Chee on (03) 9669 4967.

Applications

Applications can be lodged personally at: The Recruitment Unit, 7th Floor, 700 Collins St, Docklands

By mail to: Recruitment Manager, Bureau of Meteorology, GPO Box 1289, Melbourne VIC 3001

By email to: jobs@bom.gov.au

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

All applicants are advised to read **Essential Applicant Information** available on this web site before submitting their application.

Should you experience any difficulties with accessing information please contact the Recruitment Unit by email at: jobs@bom.gov.au or by telephone on 03 9669 4337 / 03 9669 4379 / 03 9669 4260.