



Job Details

Reference:	11256
Position Title:	PROJECT MANAGER (Strategic Radar Enhancement Project)
Classification:	Executive Level 2 (Senior Professional Officer Grade B/Senior Officer Technical Grade B/ Senior Officer Grade B)
Salary range:	\$95,945 - \$108,775 plus 15.4% super
Location:	Melbourne
Division:	Systems
Branch:	Observations & Engineering
Section:	Business Process and Projects
Status:	Non-ongoing specified task to 31/12/2016
Applicants:	Australian citizenship – see Essential Applicant Information
Applications close:	Thursday, 19 November 2009

Advertisement

Put your career on the radar

The Bureau of Meteorology is looking for an experienced project manager to be responsible for the end to end delivery of four new radars into its existing network. The radars provide invaluable meteorological data and radar imagery on the Bureau's website boasts a staggering 19 billion hits per year.

The project manager will manage a \$48m project budget over seven years.

The candidate will ideally have:

- Demonstrable experience in the development and execution of high level and technically complex infrastructure projects
- Experience in matrix reporting structures

Duty Statement

Under broad direction,

1. Plan, manage and coordinate the activities and resources to deliver on time and budget the objectives and deliverables of the Strategic Radar Enhancement Project (SREP) as outlined in the approved business case.
2. Facilitate and coordinate the development of higher level project strategies, project execution plan and detailed project implementation plan to meet project requirements, system supportability and operational needs within allocated resources.
3. Establish and coordinate a project team, in conjunction with contributing science and observations elements in a distributed (virtual) team environment.
4. In line with corporate processes and directives develop and implement project processes and documentation to record and track progress on deliverables, resource usage, risk management plans, and other project responsibilities.
5. Develop processes and relevant project documentation to ensure agreed solutions meet quality, supportability, integration, operational requirements and whole of life sustainability for the observations network and NWP custodians.
6. Oversee the operational implementation and acceptance of the four new radars and verification networks and NWP capability, ensuring systems are operationally supported through suitable documentation, training and handover.
7. Be aware of and apply the principles and practices of the Bureau's Social Justice Strategy.

Duty representing highest function: 1 and 2

Immediate supervisor: EXECUTIVE LEVEL 2 (SPOA - METEOROLOGY) (NO. 1121)

Job Profile

The Bureau of Meteorology operates a network of over 60 radars, distributed at sites throughout the country. The position will be responsible for the end to end delivery of a project to acquire and integrate four (4) new radars and associated ground measurement stations into the weather radar network, and to develop and improve underlying science to support weather forecasts and warnings capability to the Australian community.

This position is a non-ongoing position, for the duration of the project (7 years).

This project is of national scope, with new radars to be established in four states, and substantial science-based developmental work performed in Head Office. Work will be achieved through the efforts of contributory groups within the Bureau, including observations and engineering staff, researchers, and computing and communications specialists.

The occupant will have responsibility for translating high level objectives into an integrated action plan with the contribution from specialists in relevant fields. He / she will guide a systematic approach to all phases of the project, and will coordinate and manage the project activities and resources to ensure that sub-projects are sufficiently scoped, documented, and achievable within allocated resources. The total project budget is in excess of \$40m, with annual expenditures in the range of \$4m - \$10m.

The Project Manager is the first point of problem resolution and risk management for the project, and will report to the Project Steering Committee and to a wider group of stakeholders, in accord with an agreed communications plan. High level project management, people management and

Job Profile (cont)

communication skills are required.

The position will formally report to the Manager, Business Processes and Projects Section, Observations and Engineering Branch.

Selection Criteria

Applicants must address the selection criteria. These selection criteria are to be interpreted in the context of the Job Profile for these duties. 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. A sound knowledge and understanding of one or more relevant fields of technology is essential, a solid background in the design and development of complex end-to-end systems with high communications and information systems content would be of particular advantage.
2. Practical experience and understanding of systems development processes, sufficient to guide the development of systems architecture and specification, interfaces and work package definitions, and to guide the technical development and implementation to achieve project goals.
3. Proven experience in the planning, execution and reporting of complex and mission critical projects, from conceptual development through to the deployment, operational acceptance and implementation of ongoing performance monitoring and sustainability provisions.
4. High level of initiative and self-organisation, with proven ability to prioritise work and to deliver accountable results in a multitasking work environment.
5. High level clear and concise communication skills, both written and oral, with experience in preparing relevant documentation and people management.
6. A working knowledge, understanding and commitment to apply in practice the principles of the Bureau's social justice strategy.

Eligibility Requirements : This position is advertised under the occupational stream of Senior Professional Officer Grade B/Senior Officer Technical Grade B/Senior Officer Grade B. The mandatory requirements for the SPOB- A degree or diploma of an Australian institution, or a comparable overseas qualification, which is appropriate to the duties; OR Other comparable qualifications, which are appropriate to the duties. SOTB- 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. There are no mandatory requirements for the SOGB.

The final decision as to occupational stream will depend on the skills, qualifications, appropriate expertise and experience of the successful applicant.

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's Enterprise Agreement 2009-2010 which is available on the website at: [The Bureau of Meteorology Enterprise Agreement 2009-2010](#)

Please read the selection documentation and if you have any queries specific to this position please contact Ken Jarrott on (03) 9669 4163.

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 [General Information for Applicants](#) 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 4260 / 03 9669 4337.