



Job Details

Reference: 11261

Position Title: SENIOR PROFESSIONAL OFFICER GRADE C

Classification: EXECUTIVE LEVEL 1

Salary range: \$83,187 - \$89,828, plus an additional 15.4% superannuation

Location: Level 16, 300 Elizabeth Street, Sydney

Division: Services

Region: New South Wales

Section: Sydney Airport Meteorological Unit

Status: Non-ongoing for 18 months

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

Applications close: Thursday, 12 November 2009

Advertisement

Under broad oversight of Regional Director New South Wales, as leader of a team, manage and participate in a commercial consultancy service to enhance the operations of Qantas Airlines through the provision of meteorological advice. The position will be located at Qantas offices at Mascot, NSW and the occupant will be required to have a good understanding of the impact of weather on Qantas' flight operations and to interact cooperatively with Qantas staff to facilitate their optimal utilisation of meteorological information in managing those operations.

Duty Statement

Under the broad policy control and direction of NSW Regional Director and in conjunction with the Aviation, Defence and Cost Recovery Weather Services Program Office, act as a senior officer leading a team on shift performing work of a complex and critical professional nature. In addition to being required to perform the team member tasks as necessary, the Team Leader must also:

1. Participate in a commercial consultancy service to enhance the operations of QANTAS Airways Ltd through the management and participation in a team providing real-time monitoring of meteorological observations, forecasts and warnings associated with relevant domestic and international aerodromes; and of en-route conditions, as appropriate. Provide advice on all meteorological conditions of interest, including assessment of any attendant risks. This advice may include face-to-face briefing of pilots and airline staff and will include, in particular, reference to thunderstorms and severe weather events and any other weather which may have a significant impact on airline flight operations.
2. Provide effective and efficient leadership and day-to-day management of the Unit in its decision making support of QANTAS flight operations, including the effective oversight of computing and communications issues.
3. Maintain the Unit's ISO accreditation through the quality management of aviation weather services.
4. Monitor output, maintain performance statistics, advise the Weather Service Policy Branch on perceived issues and subsequently oversight the implementation of approved changes to procedures, products and services.
5. Participate in the Unit's tactical and strategic approach to flight planning and event risk modelling and focus on outcomes through activities such as the routine review of the previous day's operations with recommendations

to enhance or improve operations in the future.

6. Liaise with Bureau of Meteorology officers, QANTAS operations staff and other meteorological service providers regarding meteorological observations, forecasts, warnings and other aviation related products to improve airline operations.
7. Participate in the provision of input to Bureau, QANTAS and aviation industry publications and documents, as appropriate.
8. Lead and participate in projects aimed at improving procedures, products and services to achieve more efficient and effective QANTAS weather related operations.
9. Build partnerships within the Bureau, QANTAS and the meteorological community and to provide a variety of written and verbal reports.
10. Oversee performance management and professional development of subordinate staff and participate in the ongoing Aviation Forecaster Competency program.
11. Be aware of, and apply as necessary, the principles and practices of the various elements of the Bureau's Social Justice Strategy.

Duty representing highest function: 1, 2

Immediate supervisor: REGIONAL DIRECTOR (NEW SOUTH WALES)
SENIOR EXECUTIVE BAND 1 (NO. 8001)

Job Profile

The Bureau of Meteorology provides weather services to support the safe and efficient operations of the aviation industry. The Weather Services Program, and specifically the Aviation, Defence and Cost Recovery Weather Services Section, is responsible for developing policy in regard to the provision of these services and for ensuring that the resources are available for their delivery through offices within the Bureau's Regional structure. The cost of services for the aviation industry is recovered from industry. In some cases, where services are provided as tailored services to specific clients, these services are treated as commercial services and are costed in accordance with a competitively neutral environment.

Bureau staff in the Qantas Aviation Meteorological Unit (QMet) will provide a team based consultancy service supporting weather sensitive decision making to enhance operations of Qantas.

The role of the QMet meteorologist is to provide operational support of airline flight operations through high quality operational weather advice and analysis and, in addition, in the day-to-day management of the unit and quality assurance of the services provided.

The primary role of the QMet Team Leader is to provide effective and efficient leadership and day-to-day management of the unit in its support of Qantas flight operations. The Team Leader will participate in the airlines flight planning and event risk modelling activities, including a daily review of operations, and formulate recommendations to improve operations in the future. The Team Leader will also be required to perform the operational duties, as required.

The position will be required to liaise with Bureau of Meteorology offices, Qantas operations staff, Airservices Australia offices, including the National Operations Centre, and other meteorological service providers regarding meteorological observations, forecasts, warnings and other aviation related products to improve airline operations. The position will also provide meteorological information for inclusion in Bureau, Qantas and aviation industry publications and documents, as appropriate.

The occupant will be required to participate in projects aimed at improving procedures, products and services to achieve more efficient and effective Airline weather related operations.

As part of this process the occupant is required to build relationships within the Bureau, Qantas and the meteorological community and to provide a variety of written and verbal reports. Therefore, the occupant must demonstrate the ability to cooperate and work with airline staff within the airline environment and must possess a high standard of written and verbal communication skills.

The occupant must not, directly or indirectly, engage in any behaviour or activity which could cause Qantas public embarrassment or bring the airline into disrepute. The occupant must be prepared to sign appropriate documents pertaining to the use and non-disclosure of Qantas confidential information.

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. Client Service:** Extensive knowledge of operational meteorology, both tropical and mid-latitude and the provision of meteorological services, particularly with regard to the requirements of the airline and to undertake quality assurance including ISO certification. The ability to provide services of a high order to meet Qantas requirements. Demonstrated ability to build internal and external relationships especially with Qantas personnel and to operate within the airline's commercial environment.
- 2. Operational Management:** Demonstrated ability to manage the day-to-day operations of the unit and to provide tactical responses to the airlines requirements. The ability to harness information and opportunities, to show judgment, intelligence, and commonsense and to provide informed and innovative advice. Demonstrated leadership and project management skills. The ability to manage a team, to build organisational capability and responsiveness through teamwork, to marshal professional expertise, manage change and to achieve intended results. The ability to operate effectively in a professionally isolated environment.
- 3. Communication Skills:** Demonstrated ability to communicate clearly with Qantas and Bureau staff through both verbal and written means. The ability to negotiate persuasively and to listen, understand and adapt to different audiences. The ability to participate in the provision of input to airline and Bureau publications and documents
- 4. Drive and Commitment:** Demonstrated proactive approach, good decision-making skills and the motivation to commit to action.
- 5. Social Justice:** Demonstrated understanding and commitment to the implementation of the APS Values and Code of Conduct and to the Bureau's Social Justice Policy.

All criteria are important and are rated equally.

Eligibility Requirements: Mandatory Qualifications - A degree or diploma of an Australian institution, or a comparable overseas qualification, which is appropriate for the duties; or other comparable qualifications or experience 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 Peter Dunda on (02) 9556 6644.

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.