



Job Details

Reference: 11263

Position Title: NATIONAL IMPLEMENTATION COORDINATOR

Classification: Executive Level 2 (Senior Professional Officer Grade B)

Salary range: \$95,945 - \$108,775 per annum

Location: 700 Collins Street, Docklands

Division: Services

Branch: Weather Services

Section: Public, Agricultural and Marine Weather Services

Status: Non-ongoing – specified task until 30/6/2014

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

Applications close: Thursday, 12 November 2009

Advertisement

The Bureau is seeking a National Implementation Coordinator to coordinate the Weather Services component of the national implementation of NexGenFWS. The successful applicant will be required to advise on the implementation of NexGenFWS that balances the requirements of the project as expressed in the Business Case, the technical capabilities of systems and policies of Weather Services and the requirement for a national perspective with what is acceptable and possible with the staff available, particularly in consideration of OH&S factors.

Duty Statement

Under broad policy control and direction, in close collaboration with other employees of Weather Services Branch and with particular focus on the Bureau's corporate priority, the Next Generation Forecast and Warning System (NexGenFWS),

1. Coordinate Weather Service aspects of the technical development of the NexGenFWS system, installation of software and hardware, training of forecasters, and the transition of regional forecasting operations to NexGenFWS, liaising closely with Regions and Head Office Branches
2. Develop projects, policies and procedures to improve the efficiency and effectiveness of Weather Services under NexGenFWS
3. Develop effective plans and management arrangements for the national roll-out of NexGenFWS into Regional Offices
4. Ensure that stakeholder requirements are clearly documented and prioritised within project plans.
5. Prepare reports, correspondence, briefs and other documentation relevant to the NexGenFWS Project and Weather Services generally.

6. Ensure that plans, policies and practices in relation to the various elements of the Bureau's Social Justice Strategy are applied and that training and development programs are implemented in the work area.

Duty representing highest function: 1 to 3

Immediate supervisor: EXECUTIVE LEVEL 2 (SPOA – METEOROLOGY) (NO. 408)

Job Profile

The Public, Agricultural and Marine Weather Services Section is responsible through Assistant Director (Weather Services) for Primary Function 2.1 (Forecasting weather and warning of weather conditions likely to endanger life or property) under the Warnings and Weather Forecasts Program. In particular, the section is responsible for the Weather Services components of the major new Government initiative, the Next Generation Forecast and Warning System (NexGenFWS), the \$44.2 million project which has \$30.5 million of specific Government funding. This staff member will play a crucial role in the effective delivery of NexGenFWS which will fundamentally change forecast systems used in the regions and greatly enhance the quantity and scope of Weather Services. The position reports to the Superintendent of the Public, Agricultural and Marine Weather Services Section.

The National Implementation Coordinator will, under broad policy control and direction and in close collaboration with other employees of Weather Services Branch, be responsible for coordinating the Weather Services component of the national implementation of NexGenFWS. He or she will be required to advise on the implementation of NexGenFWS that balances the requirements of the project as expressed in the Business Case, the technical capabilities of systems and policies of Weather Services and the requirement for a national perspective with what is acceptable and possible with the staff available, particularly in consideration of OH&S factors.

The work includes analysis and planning for a broad range of service enhancements, taking into account the many varied user requirements and the technical and scientific opportunities and constraints while maintaining the implementation as a single cohesive national configuration. The work also involves managing the introduction of new systems and changing the pattern of forecaster work activities in an operational setting and within a short time-frame.

The National Implementation Coordinator must have an understanding of how Bureau services are produced and provided to the community, particularly in relation to Regional Office forecast and warning operations, the use of numerical weather prediction and other guidance material, and the main user groups and user requirements. The person selected is expected to have a keen interest in policy development and the totality of the service provision process, and to have a good understanding of the meteorological, technological and services bases of Weather Services.

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*.

Demonstrated ability in the management of service-related or science-based programs, including a capacity to address short-term problems within the framework of longer-term policies and plans.

1. Ability to formulate policy and plans, and a sound knowledge of the Bureau's planning process.
2. A sound knowledge of current developments in the major relevant areas of science and technology, and detailed knowledge of the provision of weather services and how they are supported by and relate to other Bureau activities.
3. A capacity for innovation, lateral thinking, and effective advocacy, together with flexibility in approaching policy and management issues and a demonstrated commitment to the improvement of the Bureau's Weather Services.
4. Communication and liaison skills of a high order.
5. A good knowledge of the elements of the Bureau's Social Justice Strategy and a commitment to apply them in the workplace.

All criteria are important and are rated equally.

Eligibility Requirements:

Mandatory qualifications. A degree or diploma of an Australian institute, or a comparable overseas qualification, which is appropriate to the duties; 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/>

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 Terry Hart on (03) 9669 4521.

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 4337 / 03 9669 4379.