



Job Details

Reference:	11265
Position Title:	PROJECT MANAGER (South Pacific Sea Level Climate Monitoring 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 30/06/2012
Applicants:	Australian citizenship – see Essential Applicant Information
Applications close:	Thursday, 19 November 2009

Advertisement

Manage a project with a lasting legacy

Use your skills to guide the technology update and infrastructure refurbishment for a sea level and climate monitoring network in the South Pacific. The Bureau of Meteorology is looking for an experienced project manager to lead this exciting \$4m project over three years.

The ideal candidate will have:

- Demonstrable success in projects combining high technology systems and remote equipment installation and support
- Experience in contract management and financial reporting
- Strong relationship management, communication and influencing skills.

Duty Statement

Under broad direction,

1. Plan, manage and coordinate a project to refurbish the sea level monitoring stations of the South Pacific Sea Level Climate Monitoring Project, to deliver established objectives within agreed budget and schedule.
2. Ensure the development of a detailed project implementation plan sufficient to realize project requirements and to satisfy project accountability, risk management and reporting requirements.
3. Establish and coordinate a distributed project team, including the contributions of Head Office and regionally-based staff with major and minor project roles, management decision makers, subject matter specialists, and contracted service providers in Australia and the South Pacific.
4. Establish and implement processes and documentation to record and track project progress, performance, resource usage and risk management.
5. Ensure effective reporting, communications and relationship management within the project team, with internal stakeholders, governance bodies and external partners or project associates.
6. Ensure effective interface with concurrent operational activities of the sea level network, and the effective transition of project-delivered station upgrades, data streams or process changes to on-going operational custodians.

Duty representing highest function: 1 and 2

Immediate supervisor: EXECUTIVE LEVEL 2 (SPOA - METEOROLOGY) (NO. 1161)

Job Profile

The South Pacific Sea Level and Climate Monitoring Network comprises 12 high-resolution sea level monitoring stations across the South Pacific, and a companion network of 12 continuous global positioning systems (CGPS) stations measuring horizontal and vertical land movements. These two networks enable the long-term contribution of climate change to sea level changes to be identified and assessed. The Bureau of Meteorology and Geoscience Australia currently operate and maintain those networks on behalf of AusAID.

Refurbishment of the sea level and geodetic networks is required to address technical obsolescence of installed equipment; to modernise data communications and improve resilience to local power outages; to address work safety issues associated with network maintenance; and to improve the physical security at some sites. The total value of that work exceeds \$4m, with activity planned over a 3-4 year period. Its outcome will be the transition of new-generation, sustainable technology and infrastructure to the network's operational custodians.

The upgrade of sea level and geodetic stations will draw on proven technical solutions, but some level of technical adaptation and systems integration work is required. Each site will require some customisation to suit its physical condition and local circumstances. New supply contracts for some materials and services are to be established before a solution roll-out can commence, and a capacity for on-going network support needs to be transferred to network operational custodians before the end of the project.

Job Profile (cont.)

The Project Manager will be responsible for the detailed planning and execution of the refurbishment project, consistent with the project's high-level objectives and scope. He / she will lead a solution team that that engages multiple groups internal to the Bureau, Geoscience Australia, South Pacific partner agencies, commercial contractors and suppliers. Most of the complexity of the project relates to the refurbishment of the sea level monitoring stations, and this will be the main focus of the project manager.

The Project Manager is the first point of problem resolution and risk management for the project. He / she will provide progress and financial reporting internal to the Bureau and to the project sponsor, AusAID. Communications are also required with a diverse stakeholder group. High level project management, people management and communication skills are required.

The position is a non-ongoing position, for a term of 3 years.

The position will formally report to the Manager, Business Process 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 technical knowledge and several years of experience in one or more fields relevant to the design, installation, commissioning and support of remote field equipment and data communications systems, sufficient to underpin a capacity for technical judgment and risk management during the various phases of the project implementation.
2. Proven ability to plan and manage complex mission-critical projects, and to deliver to accountable time, cost and quality results through a diverse team, particularly on projects with technical and logistics complexity. Experience in performing comparable work in the South Pacific would be an advantage.
3. Understanding of principles and experience in tendering, formation and management of high-value commercial supply contracts is highly desirable. The conduct of such procurements within a public sector framework would be of value.
4. Proven self-management skills, initiative and a pro-active working style.
5. High interpersonal, negotiation, liaison and technical communication skills, with proven capacity to prepare technical documentation and reports, and to build productive and influential relationships with managers, team members, stakeholders, suppliers and external partners.
6. A working knowledge, understanding and commitment to apply 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.