



Job Details

Reference: 11269

Position Title: Senior IT Business Analyst/Project Manager

Classification: Executive Level 1 (SITOC)

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

Location: 700 Collins Street, Docklands, Melbourne 3008

Division: Services

Branch: Climate and Oceans

Section: Computing Support Unit

Status: Ongoing

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

Applications close: 5 November 2009

Advertisement

The Climate and Oceans Branch of the Bureau of Meteorology is seeking an experienced IT Professional with qualifications and significant experience in both IT Business Analysis and IT Project Management to assist in the management of project based IT initiatives.

This position would suit an applicant with outstanding communication skills, who has a high degree of initiative and is able to function without the support of a fully resourced Project Office and supporting processes. As such, the successful applicant will have a degree of freedom to develop innovative solutions to improving service delivery.

The successful applicant will be required to manage a number of diverse IT Projects relating to the management and effective dissemination of Climate and Oceans information.

Qualifications admitting to the Australian Computer Society at the grade of member are highly desirable. Technical skills in web development, Java, Linux, RDBMS and Spatial will be well regarded.

Duty Statement

Under broad policy control and under limited direction,

1. Lead a small team of Information Technology Officers involved in the development, evaluation, implementation and maintenance of software and applications supporting the Climate programs throughout the Bureau.
2. As an individual officer, contribute to the activities described above.
3. Evaluate and provide advice on the application of technological advances relevant to NCC systems.
4. Provide high level advice on programming, methodology and/or systems design to subject matter specialists undertaking their own development.
5. Liaise with officers in the Information Technologies Branch and Climate and Oceans Branch as appropriate.
6. Ensure that plans, policies and practices in relation to the various elements of the Bureau's Social Justice Strategy are applied in the work area and that training and development plans are implemented for work area staff.

Duties representing highest function: 80% of time is anticipated to be spent on tasks 1 and 5 to ensure the smooth and successful completion of Project work on budget and on time.

Immediate supervisor: EXECUTIVE LEVEL 2 (SITOB) (NO. 649)

Job Profile

The successful applicant of this position will be required to:

- Manage IT related Projects, ensuring that the projects deliver on time and on budget.
- Manage the process of gathering Business Requirements for IT Projects.
- Develop, refine and ensure the use of IT Business Analysis processes to ensure that business requirements are addressed appropriately throughout the Systems Development Lifecycle.
- Develop, refine and ensure the use of IT Project scoping and estimation processes to ensure that projects are adequately resourced with sufficient funds to support ongoing maintenance.
- Develop, refine and ensure the use of Processes that give Computer Support clients adequate scope to offer feedback and help drive the priority of maintenance and new development work.
- Develop, refine and ensure the use of IT Project and Program Management processes to address the range of project work that is undertaken by COB, from minor maintenance works to complex multi-million dollar, multi-agency projects.
- Develop, refine and ensure the use of IT Project Management processes that take advantage of Agile and Iterative methodologies.

In addition, the successful applicant of this position will be required to act as a Project Manager for a number of projects.

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*.

Important

1. Proven ability in the analysis, design, implementation and maintenance of computing and web based systems. Understanding of, and experience with Java, JEE and relational database management systems would be particularly useful, as would experience with Unix and Linux. Exposure to Services Oriented Architecture approach to systems design and implementation in an enterprise environment will be well regarded.
2. A good understanding of spatial information and related issues, including OGC Standards and Services will be well regarded; as will experience with spatial architecture for serving spatial data and services via the Web, including Spatial Intelligence Frameworks (e.g. Weave, GeoSamba, EView, OnPoint etc).
3. Proven ability in the discipline of IT Business Analysis including processes for determining business requirements, satisfaction and project scoping.
4. Proven ability in the discipline of IT Project Management, including considerable practical Project Management experience using a number of methodologies including Prince 2, PMBOK, Iterative and Agile.
5. Proven outstanding communication abilities, including the ability to communicate technical issues effectively on a business level with staff at all levels. Ability to analyse problems logically and efficiently, and develop effective solutions.
6. Knowledge and understanding of the principles of the Bureau's Social Justice Strategy, and a commitment to apply them in practice.

Desirable

7. Qualifications admitting to the Australian Computer Society at the grade of Member are highly desirable.

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 Bruce Bannerman on (03) 9669 4093.

Applications

Applications can be lodged personally at: The Recruitment Unit, 7th Floor,
700 Collins Street, 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 4340 / 03 9669 4337.