



Job Details

Reference: 11278

Position Title: BRANCH ADMINISTRATION OFFICER

Classification: APS Level 6 (Administrative Service Officer Class 6)

Salary range: \$66,504 - \$74,542 per annum plus an additional 15.4% superannuation

Location: 700 Collins Street, Docklands, 3008

Division: Corporate

Branch: Executive and International Affairs

Section: Branch Administrative Group

Status: Ongoing

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

Applications close: Thursday, 19 November 2009

Advertisement

As Branch Administration Officer, contribute to the management of the human and financial resources of the Executive and International Affairs Branch and provide a focus for Branch management in the provision of administrative support for the Branch functional elements.

The successful appointee must have administrative ability of a high order, an ability to manage a small work team, a keen knowledge of the Australian public sector environment, proven experience in management information systems and an ability to work effectively with a variety of people.

Duty Statement

Under general direction:

1. Manage the operations of the Branch administrative support unit in the provision of administrative support to the Executive and International Affairs Branch.
2. Support the Branch Head in the management of the human and financial resources of the Corporate Support Program, including planning and budgeting of resources, monitoring and analysing performance, and providing regular reports to the Branch Head and Section Heads.
3. Develop and maintain various management information systems and databases utilising existing Bureau systems and those tailored for Branch management usage.
4. Undertake special projects and investigations as required.
5. Provide support for conferences and events.
6. Oversee staffing and services contracts.

Duty Statement continued...

7. Approve the purchase of goods and services, arrange payment of accounts and exercise formal delegations as appropriate.
8. 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 programs are implemented for employees.

Duties representing highest function: 1 & 2

Immediate supervisor: Assistant Director, Executive and International Affairs Branch

Job Profile

This position is aimed at supporting the effective and efficient operation of the Executive and International Affairs Branch and maintaining the quality, timeliness and accessibility of corporate information. The occupant of this position will be responsible for providing high-level administration support for the branch, and in particular, for the Assistant Director (Executive and International Affairs). The occupant will also be responsible for the operational management of the administrative support unit, including the supervision of staff.

The Executive and International Affairs Branch provides the focal point for matters involving interaction with the Director, the Minister (and/or delegate), the Bureau's parent portfolio, the World Meteorological Organization and the National Meteorological Services of other countries.

The Branch includes a number of sections and functional groups with responsibility for ministerial support, executive support, international coordination, corporate communication, public education, media relations, publications, planning and secretariat.

In addition to ongoing resource management aspects, the duties cover a wide range of administrative functions including provision of branch, program and project management support, event and conference support, travel bookings, resource planning and budgeting.

The occupant will need to have good communication skills to facilitate constructive liaison with staff of all classifications and levels, from within the branch, other branches and outside organisations. There may be opportunities to manage other staff on particular projects from time to time.

Selection Criteria

Applicants must address the selection criteria. To assist you prepare your application, please read the information at 'General Information for Applicants'

1. Proven ability to manage an administration unit and to effectively implement sound administrative practices.
2. Proven knowledge of administration procedures and practices (personnel, financial/budgetary, contracting) in a public sector environment including a working knowledge of the *Public Service Act 1999* and the *Financial Management and Accountability Act 1997*.
3. Demonstrated experience in managing finances, human resources and corporate information using management information systems and PC-based spreadsheets and databases. Knowledge of SAP and Microsoft Office Suite is highly desirable.
4. Demonstrated experience in working cooperatively and harmoniously with a wide range of people within an organisation.

5. Ability to research, compile and interpret material from a range of sources using initiative and judgment. The ability to develop effective and timely solutions to resource management problems and a capacity for technological innovation.
6. Highly developed communication and report writing skills.
7. A knowledge and understanding of the Social Justice policies of the Bureau and a commitment to apply these in practice

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 Wilson, Executive and International Affairs Branch on 03 9669 4534.

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 4337 / 03 9669 4379