



Job Details

Reference: 698

Position Title: Senior Professional Officer Grade B

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

Salary range: \$92,925 - \$105,351 per annum

Location: 700 Collins Street, Docklands 3008

Division: Services

Branch: Climate and Ocean Services

Section: National Climate Centre

Status: Ongoing

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

Applications close: Thursday, 23 October 2008

Advertisement

This position provides support to the head of the National Climate Centre on climate science and services, including policy development and corporate activities. It plays a major role in coordinating the program's involvement in climate matters both within and outside of the Bureau. The occupant represents Climate Services on important review and representative committees as required and also provides support and direction to the Regional Climate Service managers in each State.

Duty Statement

Under broad policy control and direction,

1. Provide corporate support to the Superintendent of the National Climate Centre (STCC), NCC sub-section Heads and others within the Bureau in the planning and coordination and in the development of policy on matters concerning Climate Services.
2. Provide support and direction to the Regional Climate Services managers.
3. Liaise with users of climate services and the media and, partly in collaboration with other organisations, better understand how services can meet the needs of these users.
4. Develop strategies to promote the use of climate services to improve user satisfaction and demand.
5. Represent Climate Services on important review and representative committees as required.
6. Develop improved information management within Climate Services, partly through assisting in the development of information systems that improve document/information management across the program.
7. 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

Immediate supervisor: EXECUTIVE LEVEL 2 (SPOA MET) (PN 601)

Job Profile

This position provides corporate support, at a professional level, primarily to the Superintendent of the National Climate Centre (STCC) and NCC's sub-section heads. STCC has responsibilities for implementing the Climate Data Service and Climate Monitoring Service programs. The occupant will also provide support and direction to the Regional Climate Service Managers, particularly with regard to resource matters. Support on climate activities will also be provided to others in the Bureau, particularly to the Assistant Director (Climate and Oceans Branch). In broad terms, the occupant of this position will assist in Climate Services policy development, play a major role in coordinating the program's involvement in climate activities within and outside of the Bureau, and liaise widely on climate matters. In many instances the occupant will be expected to work independently with only limited professional guidance.

Within broad guidelines provided by STCC, the occupant will undertake development of policy guidance and preparation of plans required for the management of the components of the Climate Services programs. This will include active participation in planning and reporting processes both internal and external to the programs. Examples of such processes within the Bureau are the Operational Plan, the (five year rolling) Strategic Plan, the development of the Annual report and related performance reports. The occupant will also be expected to contribute to policy development on issues such as pricing and data/product access. This general area of responsibility also includes preparation of responses to significant ministerial and related correspondence and preparation of briefing and related material for the Bureau's Executive.

The occupant will also have a significant external liaison role, particularly with other government departments and climate sensitive organisations. This work will involve providing user groups with information about the Bureau's climate services, analysing their needs and improving user satisfaction and demand. While some of this work will be done independently, appropriate strategies will be developed through collaboration with others within and outside of the NCC. The occupant will also provide a key link to the media on climate science issues (e.g. El Nino, climate change, climate variability).

As well as establishing improved information management within the program, the occupant will assist in the implementation of improved document/information management IT-based systems.

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. Management, leadership and organisational skills. Demonstrated ability in managing and leading teams and also in planning, coordination and policy development, particularly as they relate to the Bureau's operations and responsibilities.
2. Communication and interpersonal skills. Oral and written communication skills of a very high order. Ability to prepare clear and effective documentation and a capacity to liaise effectively with senior personnel internal and external to the Bureau. Demonstrated skills in dealing with the media.
3. Conceptual, analytical and investigative skills. Ability to comprehend and distil significant issues from complex material, to think laterally, to analyse user needs and to develop workable solutions to problems.
4. Climate knowledge. Knowledge of climate science and climate services, particularly as they relate to the information needs of climate sensitive industries and activities.
5. Information management. A good understanding of information/document management and how relevant IT-based systems can assist.
6. Commitment to Social Justice. Commitment to the implementation of social justice policies in the workplace, particularly as they relate to a public sector environment.

Eligibility Requirements:

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.

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 of Meteorology Certified Agreement 2006-2008 which is available on the website at:

http://www.bom.gov.au/inside/ca_2006-2008.pdf

Selection documentation may be obtained from <http://www.bom.gov.au/careers> or by emailing jobs@bom.gov.au and quoting "698" in the subject line.

Please read the selection documentation and if you have any queries specific to this position please contact Dr David Jones D.Jones@bom.gov.au Telephone: 9669 4085.

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

Applicants are requested to submit a brief CV and a brief statement of claims 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 4379 / 03 9669 4337.