



Job Details

Reference:	8061
Position Title:	PROFESSIONAL OFFICER CLASS 2
Classification:	APS LEVEL 6 BOM Broadband 2
Salary range:	\$66,504 - \$74,452, plus an additional 15.4% superannuation
Location:	Level 16, 300 Elizabeth Street, Sydney
Division:	Services
Region:	New South Wales
Section:	Regional Climate Services Centre
Status:	Ongoing
Applicants:	Australian citizenship – see Essential Applicant Information
Applications close:	Thursday, 05 November 2009

Advertisement

The occupant of this position will be part of a team responsible for the provision of a suite of climate information services and products to the New South Wales community as part of the Climate Services Centre of the NSW Regional Office and within the Bureau's Climate Information Program. The occupant will also participate in climate-based project work and the promotion, communication and outreach functions of the section, including rural visits and media work.

Duty Statement

Under professional supervision,

1. Participate in the section's monitoring of the climate of NSW, including maintaining an awareness of the current state of the climate of NSW and its significant drivers, and especially in relation to extreme climatic events.
2. Contribute to the production and issuing of the suite of routine and ad-hoc regional climate monitoring products, including monthly summaries and special climate statements.
3. Contribute to the provision of advisory services, including climate analyses and briefings, both internally and externally, on the climate of NSW, and particularly in relation to regional and national climate products, including seasonal outlooks.
4. Participate in the climate promotion, communication and outreach activities of the NSW Climate Services Centre, including giving talks, presentations, attending Field Days, or other activities designed to: promote the use of meteorological data; improve the understanding of climate; and ensure appropriate use of the Bureau's regional and national climate information products and services. Assist the Regional Climate Centre Manager with media work.
5. Contribute to climate data management as required including involvement in quality control of climate data.
6. Contribute to the provision of climate data services including: the handling of data requests requiring more advanced meteorological knowledge or analysis and/or interpretation; preparing cost estimates for more complex data requests; preparing certified extracts and statements as required for use in the NSW legal system; contributing as required to the management of data subscription services; and liaising where necessary with the National Climate Centre in relation to provision of these data

services.

7. Undertake approved studies or projects with a focus on NSW and involving the application of meteorological and climatological knowledge and data to issues of concern to government, industry or the general public, or for improvement of Bureau services.
8. Assist in other activities of the NSW Climate Services Centre at the direction of the Regional Climate Services Centre Manager.
9. Be aware of, and apply, the principles and practices of the various elements of the Bureau's Social Justice Strategy.

Duty representing highest function: 1

Immediate supervisor: EXECUTIVE LEVEL 1 (SPOC – METEOROLOGY) (NO. 8060)

Job Profile

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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. **Climate knowledge and skills:** An excellent understanding of meteorology and climate science, including current climate issues, and a demonstrated ability to effectively apply that knowledge. A general knowledge of the products and services of the Bureau of Meteorology's Climate Information Program with a good understanding of their underlying science and methodologies. A good understanding of and ability to undertake the analysis of climate data. A good understanding of climate data quality and other data management issues. A general knowledge of the Bureau's observing systems is desirable.
2. **Computer knowledge and skills:** Proficiency in use of computers for word processing, data analysis and presentation, including graphical display of data. Proficiency in computer programming, statistical packages, web page development, and geospatial information systems and associated software is desirable.
3. **Communication skills:** A demonstrated ability to apply knowledge and organise information in a logical manner and to communicate it orally and in writing. A demonstrated ability to produce written documents, including scientific and general-user reports, which are written in a clear, fluent and concise manner and readily understood by the intended audience. A demonstrated ability to communicate orally, both to individuals and groups, and in a manner which captures interest and improves user understanding.
4. **Client service:** A demonstrated ability to operate effectively in a client-focused environment, to liaise effectively with clients, and provide efficient, timely and quality service, which is responsive to client needs, within the constraint of limited resources.
5. **Teamwork:** Demonstrated ability to work cooperatively and harmoniously with people in pursuit of team goals, in sharing information with colleagues and supporting them as part of a team. A demonstrated ability to understand and follow policy and operational directions and guidelines.
6. **Drive and commitment:** A demonstrated capacity for setting and achieving high standards and for sustained effort and hard work with minimal supervision. A demonstrated capacity for self directed learning and development. A demonstrated ability to respond to changing work demands and to be receptive to new ideas, and show innovation within a policy framework.
7. **Social Justice:** A demonstrated understanding of and commitment to apply the Bureau's principles and practices of Workplace Diversity, Occupational Health and Safety and Participative Work Practices.

All criteria are important and are rated equally.

Eligibility Requirements:

Mandatory Qualifications - 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/>

Please read the selection documentation and if you have any queries specific to this position please contact Clinton Rakich on (02) 9296 1525.

Applications

Application can be lodged personally at the Bureau's Sydney Office: Level 15, 300 Elizabeth Street. Sydney, NSW 2000

By mail to: Personnel Manager – Bureau of Meteorology, PO Box 413, Darlinghurst NSW 1300

By email to: J.Obrien@bom.gov.au

All applicants are required to include a completed Bureau of Meteorology Application Cover Form, Resumé 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 John O'Brien, Personnel Officer in Sydney, by emailing j.obrien@bom.gov.au or by telephone on (02) 9296 1586.