



## Job Details

**Reference:** 8065

**Position Title:** TECHNICAL OFFICER CLASS 3

**Classification:** APS LEVEL 5 (TOL3 – OBSERVER)

**Salary range:** \$60, 082 - \$ 64,892, 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 assist in the provision of climate data services and climate monitoring services, both internally and to external clients, as part of a team within the NSW Climate Services Centre, under the supervision and direction of the Manager, NSW Climate Services Centre, or another staff member as designated by the Manager.

## Duty Statement

With technical guidance, undertake a range of moderately complex tasks associated with the provision of climate services to Bureau clients. In particular

1. Answer telephone, counter and written enquiries concerning the provision of climate data services. Provide advice on the appropriate data to meet clients' specific purpose. Assist in responding to media enquiries.
2. Extract and tabulate meteorological data from Bureau systems and disseminate to clients via post, fax, email, ftp, CD/DVD, or other media as appropriate.
3. Assist proactively in the quality assurance of meteorological data collected by the Bureau.
4. Prepare graphs, maps and charts to present meteorological and other data as required using appropriate computer software.
5. Prepare and verify Certified Extracts of weather data for court proceedings and Rainfall Certificates for insurance purposes.
6. Undertake storage and archival weather records. Order original records stored at the Australian Archives Office as required.
7. Assist or engage under supervision in consultative studies, research projects, production of publications and media releases or other climate communication activities as directed.
8. Undertake statistical and mathematical analyses of data using computers and other aids.

9. Act as Collector of Public Monies' agent.
10. Undertake work required within the Section as part of a multi-tasked team.
11. Be aware of, and apply as necessary, the principles and practices of the various elements of the Bureau's Social Justice Strategy.

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**Duty representing highest function: 1**

**Immediate supervisor:** BOM BROADBAND 2 (PO CLASS 2) (NO. 8064)

## 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. Specific knowledge: A basic understanding of meteorology and climate science, and current climate issues. A sound understanding of the products and outputs of the Bureau of Meteorology's Climate Programme. Knowledge of the type and applicability of meteorological instruments used by the Bureau of Meteorology, and of the Bureau's observational network.
2. Client Service Orientation: A demonstrated ability to provide friendly, prompt, efficient and personalised service to clients and to respond flexibly to client needs. A demonstrated commitment to delivering high quality outputs to clients.
3. Communication skills: A demonstrated ability to communicate clearly, fluently, and at an appropriate level to clients, both orally and in writing.
4. 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.
5. Teamwork: Demonstrated experience in working 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 respond to changing work demands and to be receptive to new ideas.
6. Drive and commitment: A demonstrated capacity for setting high standards and for sustained effort and hard work without constant supervision.
7. The commitment and ability to apply the Bureau's principles and practices of Workplace Diversity, Occupational Health and Safety and Participative Work Practices.

### 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.O'Brien@bom.gov.au](mailto:J.O'Brien@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](mailto:j.obrien@bom.gov.au) or by telephone on (02) 9296 1586.