



Job Details

Reference:	994 & 10224
Position Title:	Information Technology Officer Class 2
Classification:	APS Level 6
Salary range:	\$66,504 - \$74,542 per annum
Location:	700 Collins Street, Docklands, Melbourne 3008
Division:	Systems
Branch:	Information Technologies
Section:	Corporate Systems and Services
Status:	Non-ongoing – Specified Task for a period of approximately 2 years
Applicants:	Australian citizenship – see Essential Applicant Information
Applications close:	Thursday, 5 November 2009

Advertisement

The Bureau of Meteorology is seeking two Information Technology Officers to join the Managed Desktop Client Services Team. As a part of the team, this role will support the maintenance and implementation of the Bureau's Windows XP and its successors, based managed desktop (MDT) using Active Directory (AD). This will involve support for the investigation, development, configuration, installation and maintenance of the MDT.

The successful applicants will possess strong technical skills including; a very good understanding of Windows XP and its successors, to MCSA and MCDST qualified level, networking, desktop applications (e.g.: MS Office) and other PC related technologies. Knowledge and experience associated with Outlook 2003 and Exchange 2007, as well as SharePoint, would be desirable.

On occasions, interstate travel may be required for up to two to three weeks at a time, for the implementation or upgrade of the managed desktop in the Bureau's Regional Offices.

Duty Statement

Under general direction,

1. As a member of the Managed Desktop (MDT) PC deployment team, audit desktop software, user requirements and prepare MDT PC desktops for distribution and installation.
2. On an individual basis or a member of a team, install and configure both hardware and software for the Managed Desktop (MDT).
3. On an individual basis or a member of a team, maintain and support both MDT software and hardware.
4. Provide advice and recommendations and report on matters associated with Windows based systems and architectures throughout the Bureau.
5. Provide input into the development of tools and processes to manage and administer systems in support of the Bureau managed desktop.

Duty Statement continued

6. Be aware of, and apply as necessary, the principles and practices of the various elements of the Bureau's Social Justice Strategy.

Duties representing highest function: 1

Supervisor: EXECUTIVE LEVEL 1 (SITOC) (NO. 979)

Job Profile

The position is located in Corporate Systems and Services (Client Services) of the Information Technologies Branch (ITB). The position reports to EL1 position number 979.

The occupant of the position will be required to work in a team based environment and will support the maintenance and implementation of the Bureau's Windows XP and its successors, based managed desktop (MDT) using Active Directory (AD). This will involve support for the investigation, development, configuration, installation and maintenance of the MDT.

The occupant will need to liaise with various specialist and user groups within Head Office and the Regional Offices. First and second level support for the MDT will be required of the occupant. Interstate travel may be required for up to two to three weeks at a time for the implementation or upgrade of the managed desktop in the Bureau's Regional Offices. A level of input into the planning and implementation of extensions and enhancements to the managed desktop is expected as well as the development of tools and processes to manage the MDT.

The occupant will be required to have practical experience in the design, implementation and support of Windows XP and its successors, based desktop systems utilising AD as well as the ability to investigate problems and research new technologies, sound judgement in evaluating and recommending the acquisition of new or improved software and hardware, and a co-operative approach to the provision of advice and practical assistance to other non-Windows specialists within the Bureau.

The occupant of the position will require strong technical skills including a very good understanding of Windows XP and its successors, to MCSA and MCDST qualified level, networking, desktop applications (e.g.: MS Office) and other PC related technologies. Knowledge and experience associated with Outlook 2003 and Exchange 2007, as well as SharePoint, would be a great advantage.

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. A high level of understanding of the Windows XP operating systems to MCSA and MCDST certification standard or equivalent experience.
2. Experience in the planning and installation of, or migration to, Windows-based desktop systems, within a managed Windows environment based on Active Directory.
3. Good communication skills including the ability to prepare documentation to support users of managed desktop software and systems.
4. Demonstrated experience of providing strong support (Help Desk) leadership while working closely with technical and managerial staff, including contractors and vendors.
5. A demonstrated knowledge and understanding of the Bureau's Social Justice Strategy and the APS Values and Code of Conduct and a commitment to their implementation in the workplace.

All criteria are important and are rated equally.

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 Dr Robert Dahni on 9669 4312.

Applications

Applications can be lodged personally at: 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 / 03 9669 4260.