



ELIGIBILITY REQUIREMENTS

Thank you for your interest in applying for a position in the Bureau of Meteorology.

The Bureau is an Executive Agency in the Environment, Water, Heritage and the Arts portfolio of the Australian Government. Successful applicants are engaged as an employee of the Australian Public Service (APS) under the *Public Service Act 1999 (PS Act)*.

The PS Act allows the agency head, in this case the Director of the Bureau (or a recruitment delegate of the Director) to engage a person as an APS employee and to impose conditions on their engagement. Examples of specific conditions of engagement include Australian citizenship, probation, formal qualifications, security and character clearances and health clearances.

ELIGIBILITY

Citizenship & Employment in the APS

There is a general expectation that people engaged as APS employees with the Bureau of Meteorology will be Australian citizens however on occasions we engage non-citizens with the relevant work permits.

If Australian citizenship is a condition for a position then the offer of engagement will include a requirement to show evidence of citizenship. Successful applicants who state they have Australian citizenship will be asked to supply an original birth certificate, Australian passport or certificate of Australian citizenship.

If a successful applicant holds permanent residence status or appropriate work entitlements in the case of New Zealand Special Category visas, he / she will be asked to provide the relevant documents and be engaged on the condition that he / she actively applies for Australian citizenship. A condition of employment may be imposed requiring that the employee obtains Australian citizenship within a specified period of time. If citizenship is then refused or it becomes clear that it will not be obtained, the Bureau may terminate the employee's engagement.

Specific skill or professional qualification requirements for some jobs can indicate that the Bureau's needs would possibly be best met by an applicant who does not hold Australian citizenship or permanent residence. Our advertisement and position information will usually indicate that International Applicants are welcome to apply. Any offer of engagement will require the Bureau and the applicant to meet visa and work requirements determined by the Department of Immigration and Citizenship. It is essential for an employee who is not a citizen to maintain appropriate work rights in respect of employment in Australia. Further information on visas can be obtained at <http://www.immi.gov.au/>

Qualifications

Applicants for specific Bureau occupational groups, for which mandatory qualifications have been prescribed, will be asked to provide evidence that they possess the necessary qualifications prior to engagement.

Security and Character Clearances

Successful applicants must be of good character. This assessment involves the checking, where appropriate, of police records, employment history and employment references. Where a security clearance is required applicants will be advised of those requirements under the Australian Government Security Guidelines prior to engagement.

Health Clearance

For some Bureau occupations, specific health standards must be met, prior to engagement. This may involve a medical assessment organised with Health Services Australia or other related assessment considered appropriate. The Bureau Recruitment Unit will arrange medical assessments for the specific occupations that require them.

Probation

Successful applicants may initially be employed on probation. Continued employment during the probationary period will depend on general conduct, work performance and other work-related requirements. Where a probationary period is applied, the probationary arrangements and the maximum period will be advised to the employee prior to engagement.

Applicants who have previously received a redundancy benefit

Australian Public Service (APS) employees, who cease employment with a redundancy benefit, cannot be employed as an ongoing employee within their redundancy benefit period, which is equivalent to the number of weeks paid as a redundancy benefit (excluding payment in lieu of notice of termination). This provision also applies for any non-ongoing employment opportunities that exceed six months.

Where a person in this category applies for a position before their redundancy benefit period has expired, the application will only be considered where the applicant is close enough to the end of that period to make the employment action viable.