



A new outlook for your career

Technical Officer - Observer Information Brochure

A PROFILE OF THE BUREAU

The Bureau of Meteorology is Australia's national weather, climate and water information service. It provides weather and oceanographic forecasts and warnings to the public, the aviation industry, defence services, primary industry and many other specialist user groups. It also gathers and disseminates climatic data and water information, provides consultative services and undertakes innovative applied meteorological research.

In support of these functions the Bureau operates extensive observation, communication and computer systems, and cooperates in the use of international satellite systems.

The Bureau has a large contingent of operational staff of which Technical Officer (Observer) number about 250. They are employed throughout Australia and its Territories (including Antarctica) and are located at Head Office in Melbourne, at capital city Regional Forecasting Centres and at any of 46 Meteorological Offices.

THE WORK OF THE TECHNICAL OFFICER OBSERVER

Technical Officers (Observer) perform the following tasks at:

Field Meteorological Offices:

- use scientific instrumentation, electronic equipment, computers and radars to collect and record high-quality meteorological data for climate, forecasting and aviation purposes;
- provide meteorological information in the form of data, statistics, maps, and presentations to specialised groups and members of the public;
- quality check and maintain meteorological instrumentation;
- perform some first-in-maintenance/fault finding on electronic systems/computers.
- assist Regional Observation Section staff with matters relating to observations network management as requested.

Regional Offices:

- provide quality control of incoming data, operate specialised meteorological computing systems and prepare reports;
- maintain through inspection, training and liaison, the Bureau's cooperative and volunteer observer networks.

Head Office:

- together with meteorologists, physicists and engineers help monitor and develop new observations systems or provide scientific support in research projects;

- collect, check and archive climatological data;
- provide training to staff of the Commonwealth Bureau of Meteorology;

YOUR FIRST and FOLLOWING YEARS

Most of your first year will be spent in Melbourne undertaking a 10 month intensive specialised course conducted by the Bureau of Meteorology Training Centre. After successful completion of the training course, Trainees are advanced to a Technical Officer Level 2 classification and are posted to a meteorological office for further on-the-job training.

The Bureau's meteorological offices are comprised of Permanent Posting (PP) positions and National Field Office pool (NFOP) positions. The Bureau also operates a National Leave Relief Pool (LRP) of suitably trained staff. LRP positions can be located at either a Regional Office or at a particular Field Office (the home base). LRP staff may be posted away from their home base for periods of time for a cumulative annual period of up to seven (7) months. Operational requirements will determine where vacancies exist and trainees may be posted to either PP, NFOP or LRP positions.

Permanent Posting (PP) Positions are located at:

VIC

- Melbourne
- Mildura

NSW

- Sydney
- Coffs Harbour
- Moree
- Wagga Wagga
- Williamtown

QLD

- Brisbane
- Cairns
- Mackay
- Rockhampton
- Townsville

WA

- Perth
- Albany
- Esperance
- Kalgoorlie
- Geraldton

SA

- Adelaide
- Ceduna
- Mount Gambier

TAS

- Hobart

NT

- Darwin
- Alice Springs

Trainees posted to any of these PP localities will remain at the locality unless they successfully apply for transfer or promotion to another location.

National Field Office Pool (NFOP) Positions are located at:

WA

- Broome
- Cocos Island
- Carnarvon
- Eucla
- Halls Creek
- Learmonth
- Meekatharra
- Port Hedland

NSW

- Cobar
- Lord Howe Island
- Norfolk Island

QLD

- Charleville
- Mt Isa
- Longreach
- Weipa

NT

- Gove
- Tennant Creek

SA

- Woomera

Trainees posted to any of these NFOP localities will be required to serve at the locality for a minimum term of two years. The Bureau provides rent-free housing at all of these localities.

Employees at these localities are also eligible to apply for vacancies at non-NFOP locations as they arise.

Employees also have the opportunity to serve for shorter periods at very remote locations including Giles, Willis Island and Antarctica. Employees who undertake service at Giles or Willis Island will retain their posting and access to Bureau housing (as appropriate) for the duration of their service at these very remote locations. Employees who are posted to a NFOP location and undertake service in Antarctica will be posted back to a location to be determined upon their return. They will not retain access to a NFOP posting or Bureau housing in Australia whilst in the Antarctic. Employees who are posted to a PP location and undertake service in Antarctica will be posted back to the same location upon their return.

A number of Bureau locations are staffed by a single Bureau employee with local support from a contracted non-Bureau weather observer.

PROMOTIONAL OPPORTUNITIES

On successful completion of the course Observers will be required to complete certain core competencies to advance to APS Level 3 (Technical Officer Level 2).

There are promotional opportunities within the Technical Officer (Observer) occupational stream. Promotion to higher levels is based on standard APS selection procedures that assess the relative merit of employees applying for positions when and where they become available. Employees are eligible to apply for ongoing or non-ongoing employment opportunities as they arise.

GENERAL CONDITIONS OF ENGAGEMENT and EMPLOYMENT

CONDITIONS OF ENGAGEMENT

Engagement as a Trainee Technical Officer (Observer) is subject to the following conditions:

a. **Probation**

Engagement is on probation for the first 18 months. Continued employment during this period will focus on work performance, in particular:

- Quality of work output / Satisfactory progress during the course of training;
- Attendance;
- Adherence to the APS Values and Code of Conduct;
- Application, drive & motivation;
- Communication skills; and
- Team work.

During the probationary period, your work performance will be assessed to determine whether you meet the required standard. If there are doubts on any of these matters, the probationary period may be extended for a further period of up to 6 months. If your work performance or conduct is considered unsatisfactory, your engagement will be terminated.

b. **Citizenship**

Australian Citizenship is the usual requirement for ongoing engagement in the Australian Public Service. Successful applicants will be required to provide evidence of Australian citizenship as well

as an original birth certificate prior to engagement. In specified circumstances, this requirement may be waived and a person demonstrating permanent residence in Australia may be engaged on the condition that Australian citizenship is applied for in a minimum time frame. Under this condition, should an application for Australian citizenship be denied, the engagement would be terminated.

c. **Formal Qualifications**

To be eligible for engagement as a Trainee APS Technical [Observer] you must:

- have a Diploma, or equivalent, by the end of this current year, with studies (at least to first year level) in a physical science with some mathematics. Additional IT studies are desirable; OR
- possess an overseas tertiary qualification certified by the National Office of Overseas Skills Recognition to be equivalent to an undergraduate or postgraduate degree from a recognised Australian Education Institution, with studies (at least to first year level) in a physical science with some mathematics. Additional IT studies are desirable. A certificate of equivalence **MUST** be attached with your Application Form. If your qualifications have not been assessed to the equivalent Australian Standard, then details of your qualifications must be assessed by the National Office of Overseas Skills Recognition (NOOSR) GPO Box 1407, Canberra ACT 2601 or the relevant Australian State organisation* before submitting your application. Should any delays occur, you should submit your Application Form by the closing date and attach a statement that you have applied for certification, which you should forward on receipt. Applications received without this statement or certification cannot be considered. Note: a statement of professional equivalence is not sufficient. The certification **MUST** be a statement of academic comparison with qualifications awarded by an Australian University.
- You will also need to be able to demonstrate flexibility, independence and resourcefulness, be able to work shiftwork and be willing to accept postings to isolated locations.

d. **Character Clearance**

Applicants must be of good character, and comply with the Australian Public Service (APS) Code of Conduct and APS Values during employment. As part of the pre-engagement process you will be required to complete an application for a Police Records Check. A decision will be made on character suitability following processing of the complete Police Records Form. If the Police Records indicate that you do not meet the standard of good character, your engagement will be terminated.

e. **Health Clearance**

Engagement is subject to passing a medical and psychological assessment. The Bureau will arrange the assessments with Health Services Australia. Details regarding the assessments will be advised during the selection process. A psychological assessment is required to determine suitability for posting to small or isolated communities and remote localities. If your medical and psychological assessment reports determine that you are not medically capable of performing all duties of the TTO (Observer) roles, your engagement may be terminated.

CONDITIONS OF EMPLOYMENT

If you are successful with a job offer you will be issued a Notice of Engagement and Offer Letter which will state the conditions of your engagement, commencing salary and classification level.

The *Bureau of Meteorology Enterprise Agreement* contains the conditions of employment that apply during your employment with the Bureau.

The Public Service Act 1999 also applies to your employment, and you are expected to comply with the APS Values, APS 'Code of Conduct', and other regulations and clauses relating to employment under the Public Service Act and the current Bureau of Meteorology Enterprise Agreement

SALARY and SHIFT WORK PENALTIES

Trainees are appointed at the APS Trainee classification level with a salary* of \$42,447 per annum (adult training rate). After successful completion of the 10-month training course at the Bureau of Meteorology Training School, trainees advance to an APS3/Technical Officer Grade 2 classification with a salary of \$50,675 pa.

Employees are eligible, subject to meeting performance requirements, to advance a pay point within the classification level on an annual basis.

Observers working shiftwork are paid penalty payments, which can add up to approximately 30% to the base salary figure for an employee working a 24 hour, 7day roster.

The following salary* rates apply to Technical Officers and are contained in the 2009 - 2011 Bureau Enterprise Agreement:

Classification Level	Salary
APS Trainee (Technical)	
Under 18 years	\$25,468 pa
At 18 years	\$29,713 pa
At 19 years	\$34,382 pa
At 20 years	\$38,627 pa
Classification Level	Salary
APS Trainee (Technical)	
Adult Rate	\$42,447 pa
APS Level 3 (TO Grade 2)	\$50,675 - \$54,690 pa
APS Level 5 (TO Grade 3)	\$62,996 - \$68,038 pa
APS Level 6 (TO Grade 4)	\$69,729 - \$78,157 pa
Exec.Level 1 (SO Technical Grade C)	\$87,222 - \$94,184 pa

*Salaries reflect the January 2011 salary rate as per the Bureau's Enterprise Agreement conditions.

TRANSFER/RELOCATION ENTITLEMENTS

The Bureau will generally cover the cost of relocation to Melbourne to undertake the training. These costs include fares for the employee and their dependants, removal of furniture and personal effects and an allowance to cover temporary accommodation when transferring. Similarly the Bureau will cover the costs involved in transfer to your posting following successful completion of the training course.

SUPERANNUATION

The Bureau will, in addition to salary, pay Employer Contributions to a complying Superannuation Fund of your choice. If you do not nominate a fund, the Employer Contributions will be paid to the PSSap, the Bureau's default fund.

The Employer Contribution rate is 15.4% of your superannuation salary, as set out in the Bureau Enterprise Agreement. Your superannuation salary is reviewed each year on your birthday.

Employee contributions are voluntary and can be paid through salary sacrifice arrangements.

(Other arrangements may apply to employees who have previous APS employment and continue to maintain a benefit with CSS or PSSdb.)

RECREATION LEAVE

Full time employees receive 147 hours (4 weeks) of Recreation Leave each year. Recreation Leave accrues daily and is credited on the first day of every month at the rate of 12.25 hours per month. Part time employees receive a pro-rata entitlement. Extra leave credits are available for employees on shift work.

PERSONAL/CARERS LEAVE

On commencement, full time employees receive a credit of 23 days full pay personal/carer's leave, 15 days of which are cumulative. Further credits of personal/carer's leave accrue on the anniversary of your commencement. This date may vary if you take a period of leave without pay which does not count as service.

Personal/Carer's leave can be used for personal illness or injury, caring for members of your family and unexpected emergencies or exceptional circumstances.

Each year you *may* be granted up to five days paid personal/carer's leave for personal illness without the need to provide a medical certificate. You should note that no more than three continuous days of personal/carer's leave can be taken without producing a medical certificate.

OTHER LEAVE

There are various other leave entitlements available with accompanying conditions of accrual and usage. Examples include Long Service Leave, Leave Without Pay and Maternity Leave.

ACCIDENTS and COMPENSATION

Whilst on duty you are covered under the Occupational Health and Safety 'Commonwealth Employment' Act 1991 in respect of work related injury and disease.

REGIONAL OFFICE ADDRESSES

For information about the day-to-day operations of an observing office you can contact the Regional Observations Manager in your local Regional Office, as below.

New South Wales

Level 15, 300 Elizabeth Street
SYDNEY NSW 2000
Telephone: (02) 9296 1550

Queensland

Level 22, 69 Ann Street
BRISBANE QLD 4000
Telephone: (07) 3239 8790

Western Australia

5th Floor, 1100 Hay Street
WEST PERTH WA 6005
Telephone: (08) 9263 2296

Northern Territory

13 Scaturchio Street
CASUARINA NT 0811
Telephone: (08) 8982 3817

Victoria

9th floor, 700 Collins Street
DOCKLANDS VIC 3008
Telephone: (03) 9669 4950

South Australia

25 College Road
KENT TOWN SA 5067
Telephone: (08) 8366 2688

Tasmania

Level 7, 111 Macquarie Street
HOBART TAS 7000
Telephone: (03) 6221 2071

Bureau of Meteorology Training Centre (BMTC) address:

1010 Latrobe Street Docklands. VIC. 3008. Tel: (03) 9669 4000	Field Training Annexe Glenlitta Avenue, Broadmeadows. VIC. 3047. Tel: (03) 9355 3214
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HOW TO APPLY

For application details and to apply online visit [How to Apply](#) on our careers website.

APPLICATION OPENING and CLOSING DATES

Applications open Thursday 28th July 2011 and closes Monday 29th August 2011.

2012 TRAINEE OBSERVER COMMENCEMENT DATE

Successful applicants will need to be available to commence training in Melbourne in late February/early March 2012.

FURTHER QUESTIONS

For questions on the application and selection process please contact our Recruitment Unit on (03) 9669 4401 or email traineeobservers@bom.gov.au.