



Trainee Technical Officer (Electronics)

General Information Guide

CONDITIONS OF ENGAGEMENT

AND

GENERAL CONDITIONS OF EMPLOYMENT

CONDITIONS OF ENGAGEMENT

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

(a) Probation

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

- ❖ Quality of work output and satisfactory progress;
- ❖ Attendance and punctuality;
- ❖ Adherence to the APS Values and Code of Conduct;
- ❖ Application, drive & motivation;
- ❖ Communication skills; and
- ❖ Team-work participation.

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 (APS). Successful applicants will be required to provide evidence of Australian citizenship as well as an original birth certificate prior to engagement. In some 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 entry as a Trainee Technical Officer (Electronics) you must possess the following qualifications:

(i) *Australian Qualifications*

Diploma of Engineering (Electronics), or equivalent.

(ii) *Overseas Qualifications*

Suitable overseas tertiary qualification certified by the National Office of Overseas Skills Recognition (NOOSR GPO Box 1407, Canberra, ACT 2601), or equivalent Australian State organisation. Refer to:

<http://aei.dest.gov.au/AEI/QualificationsRecognition/Assessing/Work.htm>

NOTE: If your qualifications have not yet been assessed by NOOSR, or the equivalent Australian State organisation* before submitting your application you should:

- (1) Submit your Application Form by the closing date and attach a statement that you have applied for certification, and
- (2) Forward the Certificate of Equivalence as soon as possible after it is received.

Applications received without this statement or certification cannot be considered.

(d) Health Clearance

Engagement is subject to passing a medical assessment by Health Services Australia (NEW NAME?). This will be arranged by the Bureau prior to commencing employment. Details regarding the assessment will be advised during the selection process. If your medical assessment report determines that you are not medically capable of performing all duties of the Technical Officer (Electronics), you will be deemed ineligible.

(e) 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, you will be deemed ineligible.

YOUR FIRST AND FOLLOWING YEARS

Trainees undertake a 10-month training program involving specialised training interspersed with periods of "on-the-job" training.

During the training period, up to 30 weeks, over two separate periods, are spent undertaking specialised training courses conducted in Melbourne at the Bureau of Meteorology Training Centre (BMTC) in the city or at the BMTC Annexe at Broadmeadows. These training courses cover administrative and workshop practices, general meteorology, and the installation, maintenance and operational theory of the Bureau's broad range of electronic and electro-mechanical equipment.

All remaining periods are taken up by "on-the-job" training in Engineering Services Sections where trainees make an active contribution to the Bureau's maintenance operations.

When interstate trainees travel to Melbourne as part of their training, they will receive a travelling allowance for short term apartment accommodation.

ON COMPLETION OF TRAINING

Trainees who successfully complete their training will graduate and automatically advance to the level of APS Level 3 [Technical Officers (Electronics) Grade 2] and, generally, will be permanently attached to the Engineering Services Section in the capital city or major provincial centre for which they were recruited.

PROMOTIONAL OPPORTUNITIES

There are promotional opportunities within the Technical Officer (Electronics) 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 in Head Office Melbourne, the Regional Engineering

Services Sections in capital cities, or one of the regional centres (Broome & Port Hedland, WA; Coffs Harbour, NSW; Townsville, Cairns & Rockhampton, QLD; Alice Springs, NT). They also have the opportunity to volunteer for Antarctic expeditions for periods of approximately twelve months, or for Willis Island for 6 months.

Employees at the level of APS Level 3 [Technical Officer (Electronics) Grade 2] may advance to APS Level 5 [Technical Officer (Electronics) Grade 3] under the Bureau's broadband arrangements, subject to the availability of work and satisfying specified performance criteria.

A map showing the locations of Engineering Services Maintenance staff is included in the General Information Guide – Working Conditions.

SALARY

The following salary rates apply from 06 April 2008:

APS Trainee (Technical)

Under 18 years	\$23,527 pa
At 18 years	\$27,448 pa
At 19 years	\$31,761 pa
At 20 years	\$35,682 pa
Adult	\$39,210 pa

APS Level 3 (TO Grade 2)	\$46,810 - \$50,519 pa *
APS Level 5 (TO Grade 3)	\$58,191 - \$62,849 pa *
APS Level 6 (TO Grade 4)	\$64,411 - \$72,196 pa
Exec.Level 1 (SO Technical Grade C)	\$80,569 - \$87,000 pa

* TO 2 & 3 Broadband

GENERAL CONDITIONS OF EMPLOYMENT

Your Notice of Engagement will state the conditions of your engagement, commencing salary and classification.

A *Bureau of Meteorology Certified Agreement* will contain the conditions of employment that apply during your employment with the Bureau.

The Public Service Act also applies to your employment. 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 Bureau's Certified Agreement.

SUPERANNUATION

The Bureau will 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 PSSap, the Bureau's default fund. (Other arrangements may apply to employees who have previous APS employment and continue to maintain a benefit with CSS or PSSdb.)

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

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

RECREATION LEAVE

Employees receive 147 hours (4 weeks) Recreation Leave each year. Leave accrues monthly at a rate of 12.25 hours per month for a full time employee.

SICK LEAVE

On commencement, employees receive a credit of 3 weeks full pay sick leave. Further credits of sick leave accrue on the anniversary of your commencement. This date may vary if you have prior service which is recognised for sick leave purposes; or take a period of leave without pay which do not count as service.

Each year you *may* be granted up to five days paid sick leave without the need to provide a medical certificate. You should note that no more than three continuous days sick leave can be taken without producing a medical certificate.

Sick leave credits (apart from the 5 days without a medical certificate) accumulate without limitation throughout your period of service.

OTHER LEAVE

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

PRIOR SERVICE AND LEAVE

Service with certain public sector employers may be recognised for sick leave and long service leave purposes subject to the following criteria:

Sick Leave: If the break in service prior to commencement with the Bureau does not exceed 2 months.

Long Service Leave: If the break in service does not exceed 12 months.

ACCIDENTS AND COMPENSATION

Whilst on duty you are covered under the Commonwealth Employees' Rehabilitation and Compensation Act 1991 in respect of work related injury and disease.

Should you be injured, you should immediately contact your Supervisor or the Personnel area.

REGIONAL OFFICE ADDRESSES

For information about the day-to-day operations of the Bureau, you can contact your local Regional Office.

Northern Territory
13 Scaturchio Street
Casuarina NT 0811
Tel: (08) 8920 3800

New South Wales
300 Elizabeth Street
Sydney NSW 2000
Tel: (02) 9296 1580

Victoria
1010 Latrobe St
Docklands VIC 3008
Tel: (03) 9669 4333

Tasmania
111 Macquarie Street
Hobart TAS 7000
Tel: (03) 6221 2021

Queensland
295 Ann Street
Brisbane QLD 4000
Tel: (07) 3239 8722

Western Australia
1100 Hay Street
West Perth WA 6005
Tel: (08) 8366 2634

South Australia
25 College Road
Kent Town SA 5067
Tel: (08) 9263 2212

Head Office Addresses

Engineering Services
Level 7
700 Collins Street
Docklands VIC 3008
Tel: (03) 9669 4186

Bureau of Meteorology Training Centre (BMTC)
Level 6
1010 Latrobe St
Docklands VIC 3008
Tel: (03) 9669 4104

Updated July 2008