



# The outlook is *impressive.*

## GRADUATE APS [Meteorologist]

### CONDITIONS OF ENGAGEMENT and GENERAL CONDITIONS OF EMPLOYMENT

This document provides a summary of the conditions for engagement and general conditions of employment as an APS Graduate [Meteorologist].

#### Conditions of Engagement

Engagement as Graduate APS [Meteorologist] 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 Graduate APS [Meteorologist] you must:

- (i) have completed an undergraduate or postgraduate degree from a recognised Australian educational institution, with a major course of study in a physical science or mathematics, and sufficient mathematics and physics to successfully undertake the study of a physical and dynamic meteorology. The minimum standard in mathematics and physics is met by the successful completion of study in both these subjects to second year university level; OR
- (ii) possess an overseas tertiary qualification certified by the National Office of Overseas Skills Recognition (NOOSR) or equivalent Australian State organisation to be equivalent to an undergraduate or postgraduate degree from a recognised Australian Education Institution, with a major course of study in physical science or mathematics, and sufficient mathematics and physics to successfully undertake the study of physical and dynamic meteorology. The minimum standard required is met by the successful completion of study in mathematics and physics to second year university level.

A certificate of equivalence MUST be attached with your Application Form. 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. 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 Australian Education International – National Office of Overseas Skills Recognition (AEI - NOOSR) on [aei@deewr.gov.au](mailto:aei@deewr.gov.au) or Telephone: +61 3 8341 3611. 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.

AEI - NOOSR website is <http://aei.dest.gov.au/AEI/QualificationsRecognition/default.htm>

**(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 assessment by Health Services Australia. This will be arranged by the Bureau, generally 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 Graduate and Professional Meteorologist roles, your engagement may be terminated.

## **GENERAL CONDITIONS OF EMPLOYMENT**

During your period of engagement with the Bureau, the Bureau of Meteorology - Certified Agreement 2006 - 2008, covers your conditions of employment. The Bureau is currently negotiating a replacement Agreement.

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 Agreement.

### **SALARY**

Graduates are appointed at an APS Graduate classification level with a starting salary of \$44,461 per annum.

After successful completion of a 10-month training course at the Bureau of Meteorology Training Centre in Melbourne, graduates advance to a BoM Broadband 2 (Professional Officer Class 1) or "PO1" with a salary of \$49,245 per annum.

The current salary range for a BoM Broadband 2 (Professional Officer Class 1), is \$49,245 to \$62,849 per annum.

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

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

## **RELOCATION ENTITLEMENTS**

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

## **Superannuation**

The Bureau will, in addition to salary, contribute to your nominated superannuation fund at the contribution rate, determined by Comsuper, currently 15.4% of your superannuation salary. If you do not nominate a fund, the Bureau will pay the employer contribution to PSSap, the Bureau's default fund. If you have previously contributed to a Comsuper fund (ie CSS, PSSdb or PSSap) you may be required to rejoin this funds.

Member contributions are voluntary and you may salary sacrifice into the fund if you wish. Superannuation contributions are reviewed each year on your birthday and are based on your highest salary and any recognised allowances.

## **Recreation Leave**

You are entitled to 4 weeks Recreation Leave for each full year worked. Pro-rata credits accrue on the 1st of each month. Extra leave credits are available for employees on shift work.

## **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.

## **Sick Leave**

On commencement employees receive a sick leave credit of 3 weeks leave on full pay. 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 any periods 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 include Long Service Leave, Maternity Leave and Personal 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. Should you be injured you should contact the Personnel Section for advice.

### **PROMOTIONAL OPPORTUNITIES**

There are excellent opportunities for promotion to higher classification levels. 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 promotional opportunities as they arise.

The Bureau also provides opportunities to work in positions at a higher classification level on a temporary basis, referred to as temporary assignments.