



A Career as a Meteorologist

General Information Guide

A PROFILE OF THE BUREAU

Australia's national weather service, the Bureau of Meteorology, provides 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, provides consultative services and undertakes 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 approximately 1400 staff employed throughout Australia and its Territories (including Antarctica). Staff are located at Head Office in Melbourne, at seven Regional Forecasting Centres (RFCs) in capital cities, at 14 Weather Service Offices (WSOs) at provincial airports and RAAF bases, and at 35 Observing Offices at other centres.

THE WORK OF THE METEOROLOGIST

There are approximately 350 meteorologists in the Bureau of Meteorology. Meteorologists are normally based at the Bureau's Head Office, situated in Melbourne, and at the seven Regional Offices located in all State capital cities and Darwin, with smaller numbers at other locations including Cairns and Canberra. Meteorologists working as forecasters, and in some other operational areas, work on a 7-day, 24-hour shift roster.

Professional meteorological work embraces the study of the physics and dynamics of the atmosphere to obtain a better understanding of its behaviour and effects on the Earth's surface, oceans and life in general. It includes the analysis and prognosis of the state of the atmosphere, and the provision of forecasts, warnings, information and advice on weather and climate to the general public and special users.

A professional meteorologist recruited as a Graduate APS will usually be initially employed as a weather forecaster but may also work in some of the other areas described below on a part time or full time basis.

Weather Forecaster

A weather forecaster prepares daily forecasts as well as warnings for tropical cyclones, storms and gales, bush fires, severe thunderstorms and floods. Amongst others, the forecasts and warnings are issued to the general public, the aviation, agricultural, fishing and shipping industries.

Severe Weather Warning Services

Meteorologists develop and deliver enhanced services for weather events that pose the most severe threat to life and property, including tropical cyclones, bush fires and severe thunderstorms.

Tropical Specialist

Meteorologists located in Darwin perform the same range of weather forecasting as other major offices but have some additional responsibilities as a result of Darwin's status as a centre of excellence in tropical meteorology. Darwin has broad scale tropical analysis and climate monitoring functions for the Australian, Asian and western Pacific regions, a specialised unit servicing the needs of the Australian Defence Force, particularly in tropical meteorology, and it provides a specialised function for the aviation industry in tracking and forecasting the movement of ash from volcanic eruptions in south-east Asia and western Pacific. The Bureau of Meteorology is particularly interested in recruiting graduates interested in making a career as a tropical meteorology specialist in Darwin.

Meteorological and Oceanographic Analysis

Meteorologists assist in developing, managing and running the systems that provide national analyses and prognoses of weather systems and ocean conditions in the Australian region, including the Bureau's numerical weather prediction systems.

Climatology

Meteorologists monitor and study Australia's climate and the mechanisms that control its variability. Regular climate monitoring bulletins, climate assessments, seasonal climate outlooks and drought statements for the Australian region are prepared. Climate variability and change detection at the national level contributes to international assessments.

Hydrometeorology

A small number of meteorologists work with the Hydrological Services Program, providing information on rainfall patterns and intensity in support of the planning and management of land and water resources, and the design of communications networks, urban drainage systems, dams.

Observational Meteorology

Meteorologists assist Observers and Engineers in developing, maintaining and managing the Bureau's observational network, including such systems as automatic weather stations, the upper-air observation network, sub-surface ocean observations, weather radar and satellite remote sensing.

Consultative Services

Meteorologists provide advice and conduct investigations involving the application of meteorology to such fields as agriculture, engineering, architecture, health, tourism, urban planning and design. Services are provided to Government and private users on a public interest, cost recovery or commercial basis as appropriate.

Training

Meteorologists assist in providing training in the skills and knowledge required for the effective operation of the Bureau. This includes conducting the Bureau's Graduate Diploma in Meteorology course, and providing ongoing meteorological training for Bureau staff.

Program Management

Meteorologists may be involved in program management, providing national coordination and support for regionally based weather services through policy and project development, liaison with users at a national strategic level, performance monitoring, and contributions to training courses, workshops and conferences.

Basic and Applied Research

Many meteorologists advance the science of meteorology and develop techniques for use in the Bureau's operations. Current areas of research include numerical weather prediction, climate variability and change, oceanography, tropical cyclones and new observing technologies.

RECRUITMENT and PROBATIONARY ARRANGEMENTS

The Bureau recruits new entrant meteorologists most years. Current Bureau of Meteorology staff and other Australian Public Service staff can apply for selection as a Graduate APS and successful applicants will be temporarily transferred to undertake the training course.

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.

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 equivalent 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.

* <http://aei.dest.gov.au/AEI/QualificationsRecognition/RecognisingYourQualifications/WorkingInAustralia/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.

Location

Engagement is followed by training in Melbourne for 10 months. On successful completion of training meteorologists will be posted to a position in a Regional Office or a Branch within Head Office.

YOUR FIRST and FOLLOWING YEARS

Successful applicants normally undertake a one-week familiarisation with a Regional Office in the state or territory from which they are recruited.

Most of your first year (from February to November) will be spent in Melbourne undertaking a course in meteorology conducted by the Bureau of Meteorology Training Centre. The course occupies one academic year and is of a similar standard to the honours year of a Bachelor degree. The course covers synoptic, dynamic and physical meteorology, climatology, satellite and radar data interpretation, numerical weather prediction and the use of modern technology in Bureau operations. There is strong emphasis on the practical aspects of meteorology and its application to users' requirements. A nationally accredited Graduate Diploma in Meteorology is awarded on successful completion of the course.

Following successful completion of the training course, you will be transferred to a Regional Office or Branch within Head Office where you will receive further on the job training. During the four years following graduation from your initial training, you will undertake a structured development program. This program will broaden your skills and understanding of the Bureau's services and operations and provide opportunities for personal development. It includes placements in various areas of the Bureau's operations and a mentoring program.

Promotional Opportunities

On successful completion of the 40-week course Graduates will be advanced to APS Level 3 (PO Class 1) BoM Broadband 2. Successful completion of the four-year structured development program (Experiential Learning Program) will lead to promotion to the next level (APS Level 6 (PO Class 2)). Promotion to higher levels is based on merit as positions become available. You may also apply for other positions while undertaking the structured development program.

Salary *

Salary on commencement is based on the award rate for Graduate APS:

Graduate APS	\$41,107 per annum
APS Level 3 – 5 (PO Class 1)	\$45,530 - \$58,108 BoM Broadband 2 ELP
APS Level 6 (PO Class 2)	\$59,552 - \$66,749 BoM Broadband 2 ELP Progression
EL 1 (SPOC)	\$74,490 - \$80,437
EL 2 (SPOB)	\$85,914 - \$97,403

Shiftwork is applicable to certain positions and attracts special penalty payments, which can add about 30% to the base salary figure.

* There will be an additional 4% pay rise effective from April 2007.

RELOCATION ENTITLEMENTS

The Bureau will generally cover the cost of travel 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 approved costs involved in transfer to your posting following successful completion of the training course.

GENERAL CONDITIONS OF EMPLOYMENT

Your Notice of Engagement states the period of your employment, commencing salary and classification.

During your period of engagement with the Bureau, the [Bureau of Meteorology - Certified Agreement 2006 - 2008](#), covers your conditions of employment.

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.

Superannuation

As an ongoing employee you are eligible for the Employer Contribution rate as determined by Comsuper, which is 15.4% of your superannuation salary. The employer contribution is paid to Comsuper to the CSS, PSSdb or PSSap schemes depending on your eligibility. Member contributions to the PSSap are voluntary, however 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. Please contact Comsuper http://www.comsuper.gov.au/pages/banner/contact_us.htm if you have any queries on the CSS, PSSdb or PSSap Schemes – telephone: 1300 000 177 (TTY - 02 6272 9827).

You may choose an alternative superannuation fund and the Bureau can pay the Employer Contribution to this fund. The Employer Contribution to the fund is 15.4% - this percentage is covered in the Certified Agreement.

If you do not make an election the Bureau will pay the employer contribution to PSSap, which is the Bureau's default fund.

Annual Leave

Annual Leave accrues at 147 hours (4 weeks) per year for a full time employee. Credits are accrued on the 1st of January each year, based on the number of completed calendar days worked in the previous year. Extra leave credits are available for employees on shift work. Employees with more than 30 calendar days' service will be entitled to access their pro-rata entitlement in advance of the next 1 January accrual date.

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, Leave Without Pay, Maternity Leave and Personal Leave.

Accidents and Compensation

Whilst on duty or travelling to and from your home and place of employment, by the most direct route, 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.

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
700 Collins Street
Melbourne VIC 3000
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

RECRUITMENT TIMETABLE GRADUATE APS (Meteorologists) 2007

- Closing Date for Applications 6 October 2006
- Interviews during October / November 2006
- Notification of selection - December 2006
- Pre-engagement health, citizenship, qualification & character checks – Nov / Dec / Jan
- Pre-course familiarisation in local office from 29 January 2007
- Training in Melbourne from Monday, 5 February 2007