



# An exciting career *opportunity.*

## CONDITIONS of ENGAGEMENT and GENERAL CONDITIONS of EMPLOYMENT

This document provides a summary of the conditions of engagement and general conditions of employment as a Trainee Technical Officer (Observer) [TTO (Obs)].

### 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 TTO (Obs) you must:

- i. 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
- ii. 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.

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.

Applicants must be of good character, and comply with the Australian Public Service (APS) Code of Conduct and APS Values during employment.

e. **Health Clearance**

Engagement is subject to passing a medical and psychological assessment. A psychological assessment is required to determine suitability for posting to small or isolated communities and remote localities. These assessments will be arranged by the Bureau. If the medical and/or psychological assessment reports determine that an applicant is not medically capable of performing all duties of the TO (Observer) roles, an offer of engagement may be withdrawn or engagement terminated.

- f. Applicants need to be able to demonstrate flexibility, independence and resourcefulness, be able to work shiftwork and be willing to accept postings to remote and isolated locations.

## **GENERAL CONDITIONS OF EMPLOYMENT**

During your employment with the Bureau, your conditions of employment will be those provided in the *Bureau of Meteorology Certified Agreement 2006-08\** and its successor Agreements.

*\*An agreement making committee (AMC) has convened with the intention of developing a successor agreement and, when in place, may contain changes to pay rates and conditions of employment.*

The *Public Service Act 1999* also applies to your employment, and you are required to comply with APS Values, APS 'Code of Conduct', and other regulations and clauses relating to employment under the Act and the Bureau's Agreement.

## **Salary**

Salary rates are contained in the Bureau's Certified Agreement 2006-08\*.

Salary on commencement as a TTO (Obs) is \$39,210 per annum (adult rate).

After successful completion of the training course and certification of having met the required competencies, employees will be advanced to the APS Level 3 (Technical Officer Level 2) classification level. The current salary range for APS Level 3 (Technical Officer Level 2) is \$46,810 to \$50,519 per annum.

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

## **Superannuation**

The Bureau will, in addition to salary, contribute to an employee's nominated superannuation fund at the contribution rate determined by Comsuper, currently 15.4% of superannuation salary. If an employee does not nominate a fund, the Bureau will pay the employer contributions to PSSap, the Bureau's default fund. Employees who have previously contributed to a Comsuper fund (ie CSS, PSSdb or PSSap) may be required to rejoin that fund.

Member contributions are voluntary and you may salary sacrifice into the fund if you wish. Superannuation contributions are reviewed each year on an employee's birthdate, and are based on the employee's highest salary and any recognised allowances.

## **Penalty Payments**

Shift work is an integral part of a number of Bureau positions. Observers working shiftwork are paid penalty payments, which can add up to 30% to the base salary figure for an employee working a 24-hour, 7-day roster.

## **Relocation Entitlements**

The Bureau will, generally, cover reasonable cost of travel to Melbourne for employees who need to relocate to undertake the training course. These costs include fares for the employee and their dependants, removal of furniture and personal effects and an allowance for short-term temporary accommodation. Similarly, the Bureau will cover the approved costs involved in transfer to the posting location.

## **Recreation Leave**

You are entitled to 4 weeks recreation leave for each full year worked. Pro-rata credits accrue on the 1<sup>st</sup> of each month.

Extra leave credits are available for employees who work on a shift roster and who work in a remote locality.

## **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 it is deferred by 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.

### **Further Information**

If you have any queries specific to the Bureau's TTO (Obs) training program or working as a Technical Officer (Observer), please contact Paul Smith on (03) 9669 4272 or by emailing [paul.smith@bom.gov.au](mailto:paul.smith@bom.gov.au)

For questions on the application process, please contact Sue Roe from the Recruitment Unit, Tel: (03) 9669 4337

Applicants are required to include a completed Bureau of Meteorology Application Form, Resume or CV, and a Statement addressing the Selection Criteria. Applications should be emailed to: [traineeobserver@bom.gov.au](mailto:traineeobserver@bom.gov.au)