



# An exciting career *opportunity.*

## **Trainee Technical Officer (Observer)**

### **General Information Guide**

The Bureau is seeking suitably qualified people for its 2009 Trainee Technical Officer (Observer) [TTO(Obs)] training program. Successful applicants will join an internationally lauded organisation that enjoys strong community support.

#### **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, 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 1450 employees, including about 250 Technical Officers (Observer), stationed throughout Australia and its Territories (including Antarctica). Staff are employed in Head Office in Melbourne, capital city Regional Offices, at provincial airports and RAAF bases and at Field Meteorological Offices.

#### **THE WORK OF THE 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.

To fulfil its observational commitments, the Bureau has a broad network of meteorological offices, comprised of permanent posting (PP) positions, national field office pool (NFOP) positions, and national leave relief pool (LRP) positions. Operational requirements and staffing needs will determine posting decisions and trainees may be posted to a PP, NFOP or LRP position.

#### ***Permanent Posting (PP) Positions are located at:***

<b>VIC</b>	Melbourne	Mildura	
<b>NSW</b>	Sydney Wagga Wagga	Coffs Harbour Williamtown	Moree
<b>QLD</b>	Brisbane Rockhampton	Cairns Townsville	Mackay
<b>SA</b>	Adelaide	Ceduna	Mount Gambier
<b>WA</b>	Perth Kalgoorlie	Albany Geraldton	Esperance
<b>NT</b>	Darwin	Alice Springs	
<b>TAS</b>	Hobart		

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:***

<b>WA</b>	Broome Eucla Meekatharra	Cocos Is Halls Creek Port Hedland	Carnarvon Learmonth
<b>NSW</b>	Cobar	Lord Howe Is	Norfolk Is
<b>QLD</b>	Charleville Weipa	Longreach	Mt Isa
<b>SA</b>	Woomera		
<b>NT</b>	Gove	Tennant Creek	

The National Field Offices Pool (NFOP) consists of a number of positions staffed by employees regarded as moveable field staff and movements are determined, primarily, by employees applying for, or being called upon to move to available positions.

Trainees posted to any of these NFOP localities will be required to serve at the locality for a minimum term of two years. An option of extending the term transfer to 3 years may be available, subject to mutual agreement between the employee and management. Employees at these locations are eligible to apply for PP vacancies as they arise and for other NFOP vacancies towards the end of their current posting.

The Bureau provides rent-free housing at each of these NFOP localities.

### **National Leave Relief Pool (LRP) positions:**

LRP positions can be located at a Regional Office or at a particular PP or NFOP Field Office.

Staff posted to a LRP position will be required to provide 'leave relief' at their home base and also throughout the network, as required. Leave relief staff may be posted away from their home base for varying periods of time and for a cumulative annual period of up to seven (7) months.

### **Very Remote Locations**

Opportunities will be available to work at the very remote locations of Giles, Willis Island and Antarctica.

A [map](#) showing all Bureau office locations can be found at the end of this document. A number of these locations are staffed by one Bureau employee with support provided by locally recruited and contracted non-Bureau weather observer.

## **YOUR FIRST YEAR**

Successful applicants will be engaged as a Trainee APS (Technical) to undertake a course of training due to begin in March 2009. They can expect to spend most of their first year in Melbourne undertaking an intensive and specialised course conducted by the Bureau of Meteorology Training Centre (BMTC).

The Trainee Technical Officer (Observer) training course covers: basic meteorology; surface observations (including aviation and synoptic); upper air observations (including radar, radiosonde and hydrogen systems); climate and consultancy practices; meteorological information services; local area network assistance; first-in-maintenance; Certificate III of Government, Station administration and OH&S; field station simulation (including shift-work) and on-the-job training.

Periods of training are conducted at both the BMTC at 1010 LaTrobe Street, Docklands and at the Field Training Annexe at Glenlitta Avenue Broadmeadows.

On successful completion of the training course, employees will relocate, usually to the Region of posting, to undertake a period of on-the-job training to consolidate learning and demonstrate that the required core competencies have been met.

Trainees can expect to be advised of their posting locations during September 2009.

Employees will receive financial assistance to meet relocation costs for themselves and dependants.

### **Promotional Opportunities**

Promotion to higher classification 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.

### **Further Information**

Employment information, including conditions of engagement, salary rates and other benefits can be found in the document titled "*Conditions of Engagement and General Conditions of Employment.*"

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.

**Queensland**

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

**New South Wales**

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

**Victoria**

6th floor, 1010 LaTrobe St  
DOCKLANDS VIC 3008  
Telephone: (03) 9669 4950

**Northern Territory**

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

**South Australia**

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

**Tasmania**

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

**Western Australia**

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

The **Bureau of Meteorology Training Centre** is at:

Level 6, 1010 LaTrobe St  
DOCKLANDS VIC 3008  
Telephone: (03) 9669 4102

The **Field Training Annexe** is at:

Glenlitta Avenue  
BROADMEADOWS VIC  
Telephone: (03) 9355 3253

**RECRUITMENT TIMETABLE**

- Closing Date for Applications: 23 October 2008
- Telephone & face-to-face interviews: November 2008
- Notification of recommendation: December 2008
- Pre-engagement health, citizenship, qualification & character checks: Dec/Jan
- Training in Melbourne from: March 2009

**CONTACTS**

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

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)

Position information and an application pack can be obtained from the Bureau website: