



### **Job Details**

**Reference:** 10794

**Position Title:** Office Manager, Canberra

**Classification:** APS 6

**Salary range:** \$64,411 - \$72,196 per annum, plus 15.4% superannuation

**Location:** Canberra

**Division:** Water

**Section:** Water Policy and Administration Group

**Status:** Ongoing

**Applicants:** Australian citizenship – see [Essential Applicant Information](#)

**Applications close:** Thursday 19 February 2009

### **Advertisement**

The duties cover a wide range of administrative functions, including managing the provision of administrative support to the Canberra Office of the Bureau's Water Division, and undertaking project and development work as required.

The successful appointee must have administrative ability of a high order and a working knowledge of the Public Service Act, Public Service Regulations and relevant parts of the Financial Management and Accountability Act.

### **Duties**

Under general direction,

1. Develop and maintain systems to support and administer project management, in particular in relation to the Modernisation Funds program (in support of the Water Division Finance Officer).
2. Undertake special projects and investigations as required, eg. electronic records management system.
3. Manage the human and financial resources for the Water Division in Canberra;
4. Provide administrative support for the Division's functional elements;

5. Coordinate finance activities, monitoring and reporting on resource usage;
  6. Manage general service activities for the Division in Canberra;
  7. Provide support with people or services contract resources.
  8. Exercise formal delegations as appropriate.
  9. Ensure that plans, policies and practices in relation to the various elements of the Bureau's Social Justice Strategy are applied in the work area.
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***Duty representing highest function: 1***

***Immediate Supervisor:*** EXECUTIVE LEVEL 2 (SOGB) (NO. 10619)

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### **Job Profile**

The Water Division is a new division of the Bureau of Meteorology, established to fulfil the Bureau's new functions in water information under the Government's *Water for the Future* program, and to integrate these functions into the Bureau's existing hydrological services functions.

The Bureau's roles and responsibilities are provided under the Water Act (2007). The 12-part Water Act includes a Part (7) on water information, setting out a range of new powers for the Director of Meteorology. These powers include water information collection and national standards for water information collection, storage and transmission. The legislation also sets out some obligations for the Bureau, including the requirements to perform periodic water resource assessment, manage a national water account, and to make water information freely available to the public.

The Bureau's expanded water information role entails the development and maintenance of an integrated, national water information system. This includes river flows, groundwater levels, reservoir storage, water quality, water use, water entitlements and water trades. Such data will need to be acquired from over 200 data custodians, with an on-going update schedule put in place to ensure data currency.

In support of the above initiatives and in consultation with relevant technical experts, the Bureau will develop and publish national water standards, and mandate their uptake by water data gatherers and custodians. The Bureau will undertake limited auditing of compliance with these standards.

The duties cover a wide range of administrative functions, including provision of program and project management support in the Canberra Office, the exercise of formal delegations as appropriate, and the provision of policy advice on a range of administrative activities.

The successful appointee must have administrative ability of a high order and a working knowledge of the Public Service Act, Public Service Regulations, relevant parts of the Financial Management and Accountability Act and the Personnel Delegations Manual.

The appointee must be able to supervise the Canberra Office effectively and have good communication skills to facilitate constructive liaison with staff of all classifications and levels, both from within the Water Division, other Divisions/Branches and occasionally outside organisations.

The appointee must have the ability to support the Division's Administrative Officer in Melbourne in maintaining accurate, practical, financial and staffing records, and providing appropriate summaries to the Deputy Director (Water) and Water Division Branch Heads. The person must be able to effectively use PC based spreadsheet and database software applications in order to provide this support.

This role requires someone who can prioritise tasks in a practical and pragmatic sense, and is reliable in ensuring that the more important tasks, or those with associated lead-time constraints, are performed efficiently.

Other qualities, which are desirable, are a sound understanding of the role and functions of the Water Division, knowledge of Bureau's Social Justice Strategy and a commitment to the element of this and some capacity for technological innovation in respect of general Division support services.

### **Selection Criteria**

***Selection will be made on the basis of assessment against specified selection criteria. It is in the interests of applicants to note the selection criteria and frame their applications accordingly.***

***To assist you prepare your application, please read the information at [General Information for Applicants](#) and complete the Bureau of Meteorology Application Cover Form.***

1. Proven ability to manage an office, or other similar organisational unit, and to liaise effectively with a range of groups within an organisation, particularly at senior management level.
2. Proven knowledge of administration procedures and practices (personnel, staffing and financial/budgetary aspects).
3. Demonstrated experience in maintaining Management Information Systems, PC Spreadsheets and data base software packages for monitoring and managing human, financial and material resources. A knowledge of SAP would be advantageous.
4. Demonstrated logical and thorough approach to work, including tact, personal initiative and an ability to prioritise tasks pragmatically and set and meet deadlines.
5. Knowledge of, or potential to quickly gain knowledge of, the Bureau's activities in general and the Water Division in particular, as well as the Public Service Act and Regulations 1999 and relevant aspects of the Financial Management and Accountability Act 1997.
6. Demonstrated highly developed communication and report writing skills.
7. A knowledge and understanding of the Bureau's Social Justice Strategy and the commitment to apply the elements of this strategy in practice.

### **Contact**

If you would like to know more about the Bureau of Meteorology visit <http://www.bom.gov.au/>

Please read the selection documentation and if you have any queries specific to this position please contact Mary Anne Reid on (02) 6232 3508.

## **Applications**

***All applicants are advised to read the [General Information for Applicants](#) available on this website before submitting their application.***

**Applications** should include a completed Bureau of Meteorology Application Cover Form, Résumé or CV, full details of qualifications and experience, and a Statement addressing the Selection Criteria.

Applications, which will be treated in confidence, should be forwarded, no later than Thursday 19 February 2009.

**Applications can be lodged personally at:** The Recruitment Unit, 7<sup>th</sup> Floor,  
700 Collins Street, Docklands

**By mail to:** Senior Recruitment Manager – Water Division, Bureau of Meteorology, GPO Box 1289, Melbourne VIC 3001

**By email to:** [waterjobs@bom.gov.au](mailto:waterjobs@bom.gov.au)

**All applicants** should include a completed Bureau of Meteorology Application Cover Form, Résumé or CV and a Statement addressing the Selection Criteria.

Should you experience any difficulties with accessing the position information or have any questions relating to the application process, please contact the Recruitment Unit, by emailing [waterjobs@bom.gov.au](mailto:waterjobs@bom.gov.au) or Telephone (03) 9669 4583.