



Job Details

Reference: 10903

Position Title: Officer, Policy and Programs

Classification: APS 6

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

Location: Canberra

Region: ACT

Division: Water Division

Branch: Water Data Management

Status: Ongoing

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

Applications close: Thursday 16 April 2009

Advertisement

To secure the long term water supply of all Australians, the Australian Government has announced Water for the Future, a \$12.9 billion water investment program. This includes \$450 million for the 'Improving Water Information Program' administered by the Bureau of Meteorology and backed by the Commonwealth Water Act 2007 and key stakeholders. To support its expanded role in water information we are currently seeking a talented and professional individual for a unique administration and policy role.

The Officer, Policy and Programs position will undertake communication activities to support the implementation of legislative instruments and regulations under the provisions of the Water Act 2007. You will be responsible for administering and co coordinating the funding program, preparing reports, be involved in Ministerial correspondence, presentations and briefing material to support Executive Management activities.

Duty Statement

Under professional supervision,

1. Undertake analysis and develop and write advice on policy and programs for management and senior executive.
2. Liaise with persons named in the Water Regulations 2008 with regard to compliance and the Modernisation and Extension of Hydrological Monitoring Program.
3. Assist with the management of the documentation and tracking of files associated with:
 - Water Regulations Compliance
 - The Modernisation and Extension Funding Program.
 - Water Information Standards Development
4. Draft correspondence and briefs as required.
5. Represent the Bureau and liaise with both internal and external stakeholders. Work collaboratively with other groups on joint tasks as required.
6. Carry out other duties within the Bureau's Water Division, as required.
7. Be aware of, and apply as necessary, the principles and practices of the various elements of the Bureau's Social Justice Strategy.

Duty representing highest function: 1 – 3

Immediate Supervisor: EXECUTIVE LEVEL 2 (SPOB) (NO. 10525)

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 national water plan and to integrate these with the Bureau's existing hydrological services functions.

The Bureau's new functions and powers are provided under Part 7 of the *Water Act 2007(cth)*, Under the Act the Bureau has powers with respect to the giving of water information and may issue national water information standards. The Act also requires the Bureau to publish an annual national water account, report on the status of Australia's water resources and 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 is being acquired from over 200 data custodians through the *Water Regulations 2008 (cth)*. The Bureau also administers an \$80 million fund to modernise and extend water monitoring and water data transfer in Australia. As the Bureau prepares to publish water data on-line a number of policy issues need to be developed in parallel and active liaison maintained with the large group of stakeholders providing water information.

The primary focus of the role will be to engage in developing and providing policy advice on a range of water information matters, assist in administering compliance with the Water Regulations and in the administration of the funding program and undertaking development work on water standards.

This position will be located in Canberra.

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.

All criteria are equally rated.

1. Experience working in a program and policy environment, preferably in the Public sector. Experience related to Water Information would be an advantage.
2. Investigative, analytical and organisational skills: Ability to research and coordinate material from a range of internal sources using initiative, judgment and diplomacy. The ability to work on several tasks concurrently and to compile and synthesise material to meet tight deadlines.
3. Experience with financial administration. Ability to manage and record project budgets and proficiency in basic financial software/applications. Desktop proficiency: Proficiency in a range of common desk-top applications such as Word, Excel, PowerPoint, E-mail, Internet, etc.
4. Communication skills: Oral and written communication skills of a high order and the ability to liaise effectively with stakeholders at all levels internal and external to the Bureau.
5. Teamwork and personal qualities: Demonstrated experience in working cooperatively and harmoniously with people, and in proactively working with other members of the team to meet the objectives of the group.
6. The commitment and ability to apply the Bureau's principles and practices of Workplace Diversity, Occupational Health and Safety and Participative Work Practices.

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 Brendan Moran on Tel: **02 6232 3504**.

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 5pm on Thursday 16 April 2009.

Applications can be lodged online at <http://www.bom.gov.au/waterjobs>

By email to: 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 or Telephone the Recruitment Unit on (03) 9669 4583