

Job Details**Reference:** 10969**Position Title:** Major Projects Officer**Classification:** Executive Level 1 (Senior Officer Grade C)**Salary range:** \$80,569 - \$87,000 per annum, plus an additional 15.4% superannuation.**Location:** Canberra**Division:** Water**Branch:** Water Data Management**Section:** Data Collection and Standards**Status:** Ongoing**Applicants:** Australian citizenship – see [Essential Applicant Information](#)**Applications close:** Thursday 5 March 2009**Advertisement**

To secure the long term water supply of all Australians, the Australian Government announced provision of \$450 million for 'Improving Water Information Program', with \$80 million of this funding dedicated to the Major Project – Modernisation and Extension Programme.

The Bureau will enhance the quality and utility of Australia's water information by producing the National Water Account, supported by a truly national water monitoring and data collection network. As part of this task, the Modernisation and Extension Programme will assist water data collecting entities to modernise and extend their streamflow, groundwater monitoring and water storage measurement networks, enhancing their accuracy and permitting real-time data transfer to the internet.

We are currently seeking a passionate and talented leader for the Major Projects Officer role whose primary duty will be to administer the grants program. The appointee will provide clear management and possess high level analytical and communication skills to assist the Water Division in undertaking long term major project initiatives including the Modernisation and Extension Programme.

Duty Statement

Under broad policy control and direction,

1. Perform the role of administering the operational and financial activities relating to the grant programme, including milestone reports and releasing funding.
2. Undertake research and analysis to develop guidelines, procedures and best practice for administering the grant programme.
3. Coordinating, managing, implementing and reporting the results of the Bureau's Water Division major project initiatives as required.
4. Consult and liaise with entities including the Commonwealth in relation to the major projects purposes.
5. Preparation of Ministerial briefs, compliance with Senate requests, compliance with Dept of Finance and Deregulation grants management and regulation.
6. Be aware of, and apply as necessary, the principles and practices of various elements of the Bureau's Social Justice Strategy.

Duty representing highest function: 1-4

Immediate supervisor: Executive Level 2 (SPOB) (NO. 10525)

Job Profile

The Water Division Major Projects Officer works with the Supervisor, Data Collection and Standards and other Senior Executive, to primarily administer the Modernisation and Extension Programme and undertake other duties as required to support the activities of the Water Division.

The Water Division has responsibility for the implementation of the Bureau's new water information role, assigned to it under the National Water Plan and the Water Act 2007. It also has responsibility for delivering a national flood warning and flood forecasting service.

The Water Division Major Projects Officer performs a coordination, management, implementation and reporting role with regard to the Water Divisions major project initiatives. The initial major initiative is the Modernisation and Extension Programme. This involves working with Water Division's Executive, Water Data Management Branch and the Water Division Finance Officer.

This job requires a considerable capacity to coordinate and liaise with stakeholders both internal and external to the Bureau. It requires strong knowledge of grant management structures and public administration procedures in the Commonwealth as well as a good familiarity with other operational administration procedures. The person will be expected to work largely unsupervised and will be responsible for organising their own work schedule to meet Divisional requirements.

The successful applicant will possess high-level organisational skills and communication abilities, particularly with respect to communicating Commonwealth policies and procedural information. Good interpersonal skills, and experience in a public sector agency orientated towards the water industry is considered highly desirable for this position.

Selection Criteria

Applicants must address the selection criteria. 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. A strong track record of providing large project support in varied media to senior executive and/or senior management teams.
2. Exemplary organisational skills, evidenced by a track record of effective process co-ordination, judgement, initiative and ability to multi-task.
3. High-level oral and written communication skills. Good interpersonal skills and a demonstrated ability to liaise and negotiate with diverse groups of people. Excellent report writing skills and the ability to produce concise comprehensive advice in a short timeframe.
4. Sound knowledge and understanding in a wide variety of public administration environments, focussing on grants administration and financial impact assessment. Knowledge in relation to Water Information and research and development is highly desirable.
5. Knowledge and understanding of the Bureau's Social Justice Strategies and a commitment to apply them in practice.

Contact

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

Employment conditions for most Bureau employees are contained in the Bureau of Meteorology Certified Agreement 2006-2008 which is available on the website at:
http://www.bom.gov.au/inside/ca_2006-2008.pdf

Please read the selection documentation and if you have any queries specific to this position please contact Brendan Moran on **02 6232 3504**.

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 5 March 2009.

Applications can be lodged personally at: The Recruitment Unit, 7th 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

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 (03) 9669 4583.