



Job Details

Reference: 10971

Position Title: Project Support Officer, Canberra

Classification: APS 5

Salary range: \$58,191 – \$62,849 per annum, plus 15.4% superannuation

Location: Canberra

Division: Water

Branch: Analysis and Reporting Branch

Section: Water Accounting Development Committee Office

Status: Non-ongoing (until March 31st 2010)

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

Applications close : Thursday 5 March 2009

Advertisement

The duties involve supporting the tasks of the Standards Development Team and/or the Pilot Program taking part in a team involved in drafting the Australian Water Accounting Standards or working with state based pilot projects to test and resolve issues.

The successful appointee is expected to come from a financial accounting background and have the ability to apply this background to the development of Water Accounting Standards.

Duty Statement

Under close direction,

1. Undertake basic drafting of elements of water accounting standards
2. Support pilot projects in testing drafted standards and preparation of demonstration accounts.
3. Investigate and research technical accounting issues and prepare papers, reports, briefings and submissions as directed.
4. Undertake technical projects and other activities under the *National Water Accounting Development* project.
5. Liaise with jurisdictional officers, researchers, consultants and external stakeholders as required.
6. 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 - 4

Immediate Supervisor: EXECUTIVE LEVEL 2 (SOGB) (NO. 10908)

Job Profile

WADCO (Water Accounting Development Committee Office) provides support to the Water Accounting Development Committee (WADC) to undertake the NRM Ministerial Council's National Water Accounting Development project. WADCO was created in 2007 to undertake a specific project, ending in March 2010, and is organisationally attached to the Water Accounting Section.

WADCO is responsible for developing the Water Accounting Conceptual Framework and the Australian Water Accounting Standards (based on financial accounting standards) which will eventually be required for all water reporting, including the National Water Account. A Pilot Program involving states is supported to test concepts and standards as they are developed. WADCO is managed at the EL2 (upper) level and reports to the ADW and indirectly to the Chair of the WADC (a South Australian Senior Officer).

The successful appointee is expected to have a financial accounting background with formal qualifications in an accounting discipline desirable. The ability to apply and transfer the technical skills arising from this background to the new area of accounting under development is also desirable. Complementary science or law qualifications would also be well regarded.

The successful appointee will be expected to work in a dynamic team environment supporting the undertaking of major tasks or undertaking specified investigation tasks as directed. The appointee will be expected to work closely with team members and state officials involved in the Pilot Program to ensure that standards are able to be developed in the agreed timeframe.

The position is located in Canberra but the work could involve interstate travel, particularly Melbourne.

The role requires someone who is able to work with flexibility in an environment where new ground is being covered and precedents are not necessarily available. The appointee would be expected to be able to communicate effectively with members of the team and state officers in order to achieve the desired outcomes.

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. Understanding of accounting theory and accounting standard development.
2. Organisational skills, including the ability to plan, initiate, set priorities and meet deadlines in a dynamic programme;
3. Ability to undertake new tasks quickly and to respond effectively to challenges;
4. Ability to build productive working relationships and to adapt to different working environments;
5. Sound oral and written communication skills including effective liaison and interpersonal skills;
6. Ability to acquire an understanding of issues relating to water resource management.
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 Volker Aeuckens on (02) 6232 3519

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 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.