

**Job Details**

**Reference:** 10969

**Position Title:** Grants and Finance 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 Services

**Section:** Water Standards and Policy

**Unit:** Water Data Regulations and Policy

**Status:** Ongoing

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

**Applications close:** Friday 23 October 2009

**Advertisement**

To secure the long term water supply of all Australians, the Australian Government announced provision of \$450 million for the 'Improving Water Information Program', including \$80 million as an administered fund for the Modernisation and Extension of Australia's Hydrological Monitoring Systems Program (the Grant Program).

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 Grant Program 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 person for the Grants and Finance Officer role. Their primary duties will be to administer the Grant Program and to assist the Finance Manager in administering budgets for the Bureau's Water Division. This person will have demonstrated financial management experience and possess high level financial, analytical and communication skills to assist the Water Division in undertaking long term major project initiatives including the Grant Program.

### **Duty Statement**

Under broad policy control and direction,

1. Administer the operational and financial activities relating to the Grant Program, including milestone reports and release of funding.
2. Assist the Finance Manager in the preparation of Water Division budgets and financial reporting.
3. Coordinate, manage, implement and report 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 scope and objectives of major projects.
5. Comply with Dept of Finance and Deregulation grants management and regulation requirements and reporting. Assist in preparing briefs/reports for the executive, Minister and or Senate as required.
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: 1-2**

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

### **Job Profile**

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 Grants and Finance Officer works with the Manager, Water Data Regulations and Policy, the Finance Manager and other Senior Bureau staff, to administer the Grant Program, assist in preparing Water Division budgets and financial reports and undertake other duties to support the activities of the Water Division.

The Grants and Finance Officer performs a coordination, management, implementation and reporting role with regard to the Water Divisions major project initiatives. The initial major initiative is the Grant Program. This role involves working with Water Division's Executive, Water Data Management Branch staff and the Water Division Finance Manger.

This position requires a person with the experience to effectively coordinate and liaise with stakeholders across governments and industry and within 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 good financial management experience, in particular with regard to internal budgeting and reporting, be able to demonstrate high-level organisational skills and communication abilities, strong Microsoft applications experience, and have an ability to communicate Commonwealth policies and procedural information. Good interpersonal skills, and experience in a public sector agency orientated towards program management are 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 and demonstrated track record of providing large project support in varied media to senior management teams.
2. Sound knowledge and understanding in a wide variety of public administration environments, focussing on grants administration and financial impact assessment.
3. High-level oral and written communication skills. Good interpersonal skills and a demonstrated ability to liaise and negotiate with diverse groups of people. Report writing skills and the ability to produce concise comprehensive advice in a short timeframe.
4. Knowledge and experience in the use of standard Financial Management and Microsoft software.
5. A track record of effective process co-ordination, judgement, initiative and ability to multi-task.
6. 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](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 Friday 23 October 2009.

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

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

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 4583/4333.

**For further information on careers with the Water Division go to [www.bom.gov.au/waterjobs](http://www.bom.gov.au/waterjobs)**