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| Position title | Assistant Director Strategy and Policy (Traditional Owners) |
| Position number | PN925 |
| Classification | EL1 |
| Location | Townsville, QLD / Canberra ACT |
| Salary | \$101,818 - \$111,595 PA (NB employees ordinarily start on the base salary and then advance to the top pay point over time as per the Enterprise Agreement) |
| Employment status | Ongoing |
| Security level | Baseline Vetting |
| Section | Strategic Direction and Partnerships |
| Branch | Strategic Policy and Partnerships |
| Contact officer | Shaun Barclay, Director, Strategic Direction and Partnerships, (02) 6191 6817 |

The Organisation

The Great Barrier Reef is a massive tropical marine ecosystem of 3000 individual coral reefs, deep shoals, seagrasses and mangrove systems that support many thousands of marine species. Bigger than Italy, it stretches 2300 kilometres along Australia’s Queensland coast. It is the sea country home for about 70 Traditional Owner groups whose connections with the Reef go back more than 60,000 years. The Reef inspires awe in two million tourists every year and is considered ‘our Reef’ to the 1.1 million Australians living along its coastline. It supports approximately 64,000 jobs and contributes almost \$6.4 billion a year to the Australian national economy.

The Great Barrier Reef Marine Park Authority (the Authority) is a non-corporate Commonwealth entity and operates as a statutory agency under the Great Barrier Reef Marine Park Act 1975 (Marine Park Act). The Authority sits within the Australian Government Agriculture, Water and Environment Portfolio and reports to the Minister for the Environment. Our objective is the long-term protection, ecologically sustainable use, understanding and enjoyment of the Great Barrier Reef for all Australians and the international community through the care and development of the Marine Park. The Great Barrier Reef is a priceless natural asset. It is our great privilege to manage this internationally acclaimed World Heritage Area on behalf of all Australians and the world since we were established in 1975.

When you choose to work for us, you not only join a team of passionate people, but you make a commitment to ensure that all the reef’s ecological, social and economic value is available for generations to come. You will also have access to 26 days annual leave, excellent professional development opportunities, a Healthy Lifestyle Allowance and membership to our award winning Reef HQ.

The Position

We are seeking an agile and highly skilled Executive Level 1 professional to join our small team to lead the development of contemporary strategic policy initiatives. The position will also support the development and alignment of the Authority's strategic direction and work in partnership with key stakeholders to maintain the resilience of the Reef. This includes issues affecting the Traditional Owners and Aboriginal and Torres Strait Islander people of the Great Barrier Reef.

The filling of this vacancy is intended to constitute an affirmative measure under subsection 8(1) of the [Racial Discrimination Act 1975](#) and is only open only to Aboriginal and/or Torres Strait Islander applicants (further information is provided in the eligibility requirements section below).

The Person

The suitable candidate will be agile and adaptive in the way they work, open to change and willing to explore innovative ways of working. When you work for us, you understand that leadership exists at all levels and you display this at all times. You work collaboratively to deliver results and display the personal drive and integrity expected of an APS employee.

- ✓ You are a strategic thinker able to work across diverse subject matter areas with a high degree of complexity and apply innovative approaches to solving problems
 - ✓ You have an high interest and / or broad knowledge of the Reef and its key threats and are able to negotiate a consensus in a complex landscape of competing views
 - ✓ You are resourceful and can work with limited direction to achieve high quality outcomes, applying judgement, logic and discretion appropriately
 - ✓ You have exceptional written skills, an eye for detail and routinely complete tasks on time and to a high standard
 - ✓ You are a team player, who successfully maintains relationships with internal staff and external clients.
 - ✓ You will be an excellent communicator, both in the written and verbal forms across all agency levels
 - ✓ You will have a strong understanding of the issues affecting Aboriginal and/or Torres Strait Islander people
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Duties

1. Coordinating and preparing complex high quality advice and written material – for the Director and senior leadership team, stakeholders and service providers – that is timely, practical, transparent and risk-based. Advice and material could include, but is not limited to: briefs, reports, position statements, policies, and strategic plans.
2. Provide high level strategic advice to the Director, the Executive and the Board on policy and strategy matters and other issues relevant to the Authority's business.
3. Collaboratively develop and manage strategies (particularly regarding Traditional Owners) for the delivery of the Authority's Corporate Plan, and the Reef 2050 Long-Term Sustainability Plan and other strategic documents.
4. Deliver the Authority's corporate objectives and actively participate, as part of a committed team member, to the Strategic Direction and Partnerships Section's work.

As an APS employee you may be reassigned to a different set of duties at the same classification level at the discretion of the agency head (CEO), taking account of operational requirements in the agency.

Core Accountabilities

As an employee of the Authority you will have the following core accountabilities where:

1. You will take responsibility to ensure that you are fit for duty, taking reasonable care for your own health and safety and that your acts or omissions do not adversely affect the health and safety of others in the workplace. You will contribute to the effective implementation of the Authority's work health and safety (WHS) Policy and Manual, and comply with the WHS Codes of Practice and legislation;
2. You will uphold the APS Code of Conduct, the APS Values and the APS Employment Principles, comply with relevant legislation, and observe the policies and procedures of the Authority as in force from time to time.
3. You will model and uphold the Authority's behaviours that will deliver our ideal culture:



Eligibility requirements & qualifications

The filling of this vacancy is intended to constitute an affirmative measure under subsection 8(1) of the [Racial Discrimination Act 1975](#) and is only open only to Aboriginal and/or Torres Strait Islander applicants. This means applicants must:

- a. be of Aboriginal and/or Torres Strait Islander descent; and
- b. identify as Aboriginal and/or Torres Strait Islander; and
- c. are accepted by their community as being Aboriginal and/or Torres Strait Islander.

Applicants shortlisted for interview will need to provide evidence at interview to confirm eligibility under the above affirmative measure. Acceptable evidence includes:

- i. a letter signed and executed by the Chairperson of an incorporated Aboriginal or Torres Strait Islander organisation confirming that they are recognised as an Aboriginal or Torres Strait Islander person, or
- ii. a confirmation of Aboriginal or Torres Strait Islander descent form executed by an Aboriginal or Torres Strait Islander organisation.

Applicants **must**:

1. be Australian citizens to be eligible for engagement (note: you must be an Australian citizen at the time of applying),
2. be able to obtain and maintain a BASELINE security clearance; failure to do so will result in termination of employment.

Essential requirements or equivalent experience

- Demonstrated experience in public sector administration and understanding of government policy and workings
- Experience and understanding of natural resource management, Marine Park or protected area management, including legislative frameworks.

Where the role fits

The Strategic Policy and Partnerships branch synthesises knowledge and innovates to inform adaptive management and influence decision makers. The branch develops and implements key policies and strategies, undertakes strategic and tactical communications, and delivers targeted education and engagement to support reef resilience. The branch is responsible for the Authority's strategic governance arrangements through the Marine Park Authority (MPA) Board and develops strong internal and external partnerships to deliver outcomes that support the Authority's corporate priorities.

The Strategic Direction and Partnerships section leads the development of the strategic direction for the Authority, by managing and coordinating our strategic governance (including our Board and supporting committees) and through the development, coordination and implementation of strategies & partnerships on key priorities for the Authority. This section is also responsible for developing and coordinating advice for the Minister and other government stakeholders.

Preparing your application

Please ensure you read the instructions carefully, noting failure to address identified requirements may lead to your application being deemed ineligible.

You will be required to prepare a response document ("pitch") in MSWord or PDF format using standard margins and size 11 Arial font.

Please prepare a 'pitch', which does not exceed **two** pages, in relation to the advertised role, outlining:

1. how your experience, abilities, knowledge and personal qualities would enable you to perform the duties and meet the technical and behavioural capabilities of the role,
2. any specific examples or achievements that demonstrate your ability to perform the role,
3. how you meet the eligibility requirements and qualifications for the position.

When you include an example, you should explain;

- ✓ your personal role in the task,
- ✓ the methods you used,
- ✓ any barriers you were able to overcome, and
- ✓ the outcome.

"A healthy Great Barrier Reef for future generations."

When crafting your response, we encourage you to review '**Cracking the Code**' and the relevant **APS Work Level Standards** which can be found on the APSC website: www.apsc.gov.au.

Your application must include;

1. a completed [Applicant Details Form](#),
2. your 'pitch' (as described above),
3. proof of Australian citizenship,
4. a current curriculum vitae (resume) that includes
 - ✓ an outline of your career history
 - ✓ qualifications and/or formal/informal training relevant to the position
 - ✓ contact details for at least two recent referees, one of whom should be your current supervisor.

Applicants are advised to read the **Tools and Tips** provided on the [Great Barrier Reef Marine Park Authority Careers website](#).

Applications should be emailed to applications@gbmpa.gov.au, with the subject line of 'PN925 - Assistant Director Strategy and Policy (Traditional Owners)'.

PLEASE NOTE: The panel may not consider additional information such as a cover letter or content exceeding the page limit.

Position Description Approved by:

Anna Harrebomee

Acting Assistant Director – HR Strategy

16/10/2020