



Position title	Assistant Director, TUMRA Program
Position number	342
Classification	EL1
Location	Cairns, QLD
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
Section	Policy and Planning
Branch	Reef Protection
Contact officer	Belinda Jago, Director, Policy and Planning, 07 4750 0824

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.

As an Australian statutory authority, the Great Barrier Reef Marine Park Authority’s 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 the Great Barrier Reef Marine Park Authority’s 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

This position is within the Policy and Planning Section which is responsible for Marine Park planning, Sea Country planning, Traditional Use of Marine Resources Agreement (TUMRA) Program and Marine Park policy. This Assistant Director position is one of the two positions (PN27 and PN342) responsible for co-leading the TUMRA Program. This requires ability to develop and maintain a strong and sustainable partnership with Traditional Owners in order to oversee the negotiation, development and implementation of multi-jurisdictional traditional sea-estate management that aligns with Traditional Owner aspirations, self-determination and heritage protection.

Both Assistant Director, TUMRA Program positions are responsible for providing high level strategic and operational advice, management and reporting within a complex and highly sensitive program area. In addition, each Assistant Director, TUMRA Program position will lead on providing advice and ensuring consistency across the Program for either strategic or operational Program elements. You will also provide high level strategic and operational advice on Indigenous partnerships, programs, policies and issues relevant to the Marine Park, including the identification, protection and management of Indigenous heritage values.

The position manages a number of staff and is based in the Cairns office. You will be a team player working closely and collaboratively with other areas of the Authority and Government, and demonstrate strong people, project management and risk management skills in an Australian Public Service setting due to working in collaboration with a broad range of areas within the Authority and externally with other government agencies and key marine park management stakeholders.

This position involves significant liaison with Great Barrier Reef Traditional Owners and Aboriginal and Torres Strait Islander people including remote Aboriginal and Torres Strait Islander communities, corporations and bodies established to assist Traditional Owner management and business. 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

- ✓ You will be culturally aware and have experience leading teams to communicate effectively and sensitively with Aboriginal and Torres Strait Islander people and have a high level of experience working with Traditional Owners in a culturally appropriate manner
- ✓ You will be an experienced manager with knowledge and experience in issues affecting Aboriginal and Torres Strait Islander people in Australia and have a contemporary knowledge of the legislative and policy landscape addressing the rights and aspirations of Traditional Owners
- ✓ You are a natural problem solver, with strong people, project, risk and contract management skills and are known for working collaboratively and seeing things through
- ✓ You will have demonstrated experience in team leadership and management of a team that generates a culture of continuous positive change and development
- ✓ You will be willing to travel frequently within the Far Northern Region, often to remote locations, and on a regular basis to the Townsville office. The nature of the work will require the incumbent to travel/work outside core hours of work.
- ✓ You can prioritise and align operational activities to organisational objectives

Duties

1. Provide high level strategic and operational advice to the Director, the Executive and others on Traditional Owner issues relevant to Marine Park management and on culturally appropriate approaches to the TUMRA Program and sea country and other Marine Park planning.
2. Lead a small team in liaising, consulting and negotiating with Aboriginal and Torres Strait Islander peoples, including Traditional Owner groups, Native Title Representative Bodies and government agencies on issues relevant to Marine Park management.
3. Manage complex projects in partnership with Traditional Owners for the delivery of Traditional Use of Marine Resource Agreements and/or other Marine Park policies and plans.
4. Prepare high quality written material and reports including the provision of expert, timely, practical, transparent and risk-based advice to management.

"A healthy Great Barrier Reef for future generations."

5. Represent and explain the views of the Authority in a range of meetings and forums with Traditional Owners, internal or external stakeholders and other government agencies.
6. Work collaboratively to achieve results by engaging effectively with Traditional Owners and internal and external stakeholders on strategic issues.
7. Actively participate, as part of a committed team member, to the work of the Policy and Planning Section, including contributing to delivering the broader Authority's corporate objectives.
8. Takes responsibility for managing work priorities and monitoring progress to achieve results demonstrating the ability to be agile and responsive to changing requirements.

Core Accountabilities

As an employee of GBRMPA 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 GBRMPA'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 GBRMPA as in force from time to time.
3. You will model and uphold the GBRMPA 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**:

2. be Australian citizens to be eligible for engagement (note: you must be an Australian citizen at the time of applying),
3. be able to obtain and maintain a Baseline security clearance; failure to do so will result in termination of employment.
4. possess and maintain a current unrestricted Australian driver's licence (preferably 4-wheel drive experience).be willing to travel frequently, often to remote locations, and on a regular basis to the Townsville office. The nature of the work will require the incumbent to travel/work outside core hours of work.

Desirable qualifications or equivalent experience

- Project Management qualifications or equivalent experience.
- Contemporary knowledge of marine park/marine protected area/sea country management, including traditional use.

Where the role fits

The Reef Protection branch plays a dynamic and innovative role protecting the Great Barrier Reef and promoting ecologically sustainable use of the Marine Park. The branch supports the effective management of the Marine Park and World Heritage Area with a focus on modernising our approach to managing risks to the Marine Park, transforming Marine Park policy, planning and regulation, delivering conservation actions and enhancing our in-park presence. The branch is responsible for the application of an efficient and risk-based permissions system, maintaining and developing new streamlined regulatory processes; ensuring regulatory compliance and delivering pre-emptive and contemporary planning, policy and management arrangements that promote reef resilience and the Reef Joint Field Management Program, a partnership with the Queensland Parks and Wildlife Service.

This position is within the Policy and Planning Section which is responsible for Marine Park planning, Sea Country planning, the Traditional Use of Marine Resources Agreement (TUMRA) Program and Marine Park policy and regulation (e.g. tourism management, and heritage protection). In particular, the Section is responsible for delivering a contemporary policy, planning and regulatory framework that protects key values and enables ecologically sustainable use in the Marine Park.

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 skills, attributes knowledge and experience will be relevant to this role
2. why you are interested in the role and what you can offer us
3. any specific examples or achievements that demonstrate your ability to perform the role

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.

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), including how you meet the eligibility requirements and qualifications
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@gbrmpa.gov.au, with the subject line of 'PN342 Assistant Director, TUMRA Program'.

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

20/10/2020