



## Application Guide

Thank you for your interest in employment opportunities with the Australian Institute of Marine Science (AIMS). This application guide is designed to inform you about our recruitment and selection processes and to assist you with your application.

### ABOUT AIMS

AIMS is a Commonwealth Statutory Authority and a world leader in tropical marine science and conducts research supporting environmental sustainability and economic growth in Australia's tropical oceans. State-of-the-art infrastructure underpins our long-term, large-scale and wide-ranging research, and is housed in our three facilities.

Our headquarters at Cape Ferguson, about 50 km from Townsville's CBD, is an international landmark in tropical marine science. It is adjacent to the centre of the Great Barrier Reef and surrounded by a 207 hectare national park and marine reserve. The area is free from development, is biosecure and has access to clean seawater and a protected harbour.

Our Perth site is located in the newly opened Indian Ocean Marine Research Centre, on the Crawley campus of the University of Western Australia (UWA).

Our research in Darwin takes place at the Arafura Timor Research Facility (ATRF), only 15 minutes' drive from the city centre, within the boundaries of the North Australia campus of the Australian National University and adjacent to the Charles Darwin University.

The *National Marine Science Plan 2015–2025* identifies major challenges related to sustainable ocean use into the future. These include maintaining national security, safety, energy and food supplies, protecting biodiversity and ecosystem health, ensuring sustainable coastal development, adapting to climate variability and change, and prioritising resource allocation.

AIMS provides research and knowledge to help meet these challenges, so that governments and industry can make informed decisions about marine management. To this end we collaborate, consult and provide and exchange data and knowledge with Australian and international researchers, stakeholders, Traditional Owners and the wider community.

Image: Juergen Freund © FreundFactory

### WHY WORK FOR AIMS?

At AIMS, we offer challenging and rewarding careers to our staff with a focus on creating safe and productive workplaces.

Our diverse and collaborate work environments foster creativity and innovation and our staff enjoy significant investment in their professional and personal development.

Staff benefit from competitive salaries, generous leave entitlements (25 days annual leave, 15 days personal leave), a 9-day fortnight, 15.4% superannuation and salary packaging options, as well as many other attractive working conditions.

For further information on the range of benefits enjoyed by AIMS staff, please refer to the [AIMS Enterprise Agreement 2016 – 2019](#).

### ELIGIBILITY

To be appointed by AIMS on a Fixed Term or Indefinite basis you will need to:

- Be an Australian Citizen; or hold the status of Permanent Resident in Australia; or be eligible to obtain a Temporary Work (Skilled) Visa (subclass 457) or another appropriate working visa as determined by the Department of Immigration and Border Protection. For more information on Australian citizenship and visa requirements please refer to [www.border.gov.au](http://www.border.gov.au).
- Have your fitness assessed to carry out the duties of the position. A medical examination will be organised for you prior to your commencement with an AIMS approved medical provider; and
- Provide proof of identity and qualifications required for the position.



National Sea Simulator, Cape Ferguson (Townsville) Image: T. Simmonds © AIMS

## HOW TO APPLY

All fixed term and indefinite employment opportunities with AIMS are advertised on our website [www.aims.gov.au/employment](http://www.aims.gov.au/employment).

Please read the position description and selection criteria carefully. The position description describes the tasks and responsibilities of the role and the selection criteria lists any qualifications, abilities or experience that the selection panel will be seeking in the successful applicant.

Your application for an advertised position must include the following:

- Completed AIMS Application Form, is available from our website via the APPLY NOW option;
- A document addressing each of the Selection Criteria;
- Your Resume or CV; and
- Contact details for at least two (2) current referees.

Addressing the selection criteria is the most important part of your application. Selection criteria outline the skills, qualifications and abilities required by a candidate to perform the role and are a point of reference for the short listing process. Address each criterion, be clear and concise and provide relevant examples to support your statements.

Ensure your resume or curriculum vitae contains your personal particulars including:

- Your full name, address and contact telephone number/s
- Details of your education and qualifications
- Your employment history (commencing with your most recent position) which should include dates of employment, the capacity in which you were employed, the name of your employer and a brief outline of the main duties undertaken.

Your nominated referees should have first-hand knowledge of your performance relevant to the selection criteria. Referee information should include the person's name, current title and company information, as well as detail the former (or current) relationship the referee has to you. Please include a phone contact number and if available, an email address.

If your application is successful in progressing to subsequent stages of the recruitment process following the short-listing and interviewing process, at least two of these referees will be contacted. Written references (such as letters) are not required as part of the application process.

## LOGGING YOUR APPLICATION

Ideally, applications should be submitted electronically via our website using the APPLY NOW button. Applications will be accepted up to midnight on the specified closing date. Please ensure all attached documents are in MS Word or PDF format.

If you experience any concerns when applying, please phone the Human Resources team on (07) 4753 4260 during business hours.

Alternatively, applications can be emailed to [applications@aims.gov.au](mailto:applications@aims.gov.au) or mailed to:

Human Resources - Recruitment  
PMB 3 Townsville Mail Centre  
Townsville Qld 4810

Regardless of your chosen method of delivery, your application must be received by AIMS on or before the specified closing date.

## FURTHER INFORMATION ON ADVERTISED POSITIONS

The Enquiries Officer identified on the job advertisement can provide further specific information about the position being advertised and are often the direct Supervisor for the position.

## THE SELECTION PROCESS

Applications are assessed by a selection panel which generally consists of three members with knowledge of and/or involvement with the relevant area of work. After the closing date, the selection panel will assess all applications and short-list based on evidence presented in the written applications. Please be aware that due to the number of applications received for AIMS positions and the detail contained within these applications, this process can take up to three weeks.

Short-listed applicants will be contacted to arrange an interview time and sufficient notice will be provided to applicants of their interview requirements.

## THE INTERVIEW PROCESS

The interview provides you with the opportunity to demonstrate that you are the best candidate for the position based on your skills, knowledge and experience. The body of the interview will be structured so that you will be asked a series of questions based upon the selection criteria. Be prepared to discuss specific examples of your work for each of the key skill requirements.

## NOTIFICATION

All applicants will be advised in writing of the outcome of the recruitment process at the earliest possible date. This can take some time, as until the successful applicant accepts the position other applicants are not deemed unsuccessful.

## FEEDBACK

If you are unsuccessful in your application for an advertised position, you are welcome to seek feedback from the panel chair in regards to how your application rated against the selection criteria.

## EQUAL EMPLOYMENT OPPORTUNITY (EEO) AND WORKFORCE DIVERSITY

AIMS is an Equal Employment Opportunity employer and we encourage and value diversity in our workplace. We welcome applications from people with disabilities, Aboriginal and Torres Strait Islander applicants and applicants from non-English-speaking backgrounds.

AIMS is committed to ensuring that its workplaces are free from all forms of harassment and discrimination. AIMS supports workforce diversity measures which aim to eliminate employment related favouritism or discrimination and encourage fairness and equity in processes such as recruitment and selection, promotion, staff development and participation in day-to-day work activities. All recruitment and selection practices strictly adhere to the principles of merit based recruitment.

If you have any special needs which you would like to have considered with your application, or if you require special arrangements for an interview, eg. wheelchair access or an interpretation service, please advise Human Resources on (07) 4753 4260.

AIMS respects your right to privacy and will conduct all recruitment and selection processes in line with the requirements of the *Privacy Act 1988*.

## CONTACT US

If you have any questions or concerns regarding either your application or our recruitment and selection processes, please contact us via email at [recruitment@aims.gov.au](mailto:recruitment@aims.gov.au) or phone (07) 4753 4260.



RV Solander Image: S. Clarke © AIMS