



Australian Government



AUSTRALIAN INSTITUTE  
OF MARINE SCIENCE

## RECRUITMENT 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.



AIMS: Australia's tropical marine research agency.

[www.aims.gov.au](http://www.aims.gov.au)



## ABOUT AIMS

The Australian Institute of Marine Science (AIMS) is Australia's tropical marine research agency.

In existence for almost half a century as a publicly funded research agency, AIMS plays a pivotal role in providing large-scale, long-term and world-class research that helps governments, industry and the wider community to make informed decisions about the management of Australia's marine estate.

AIMS science leads to healthier marine ecosystems; economic, social and environmental benefits for all Australians; and protection of coral reefs from climate change. AIMS has fit-for-purpose, world-class platforms and facilities for conducting marine science at facilities in Townsville, Darwin and Perth.

Our headquarters at Cape Ferguson, approximately 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 is 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 within the 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 Australian National University and adjacent to the Charles Darwin University.

The [AIMS Strategy 2025](#) guides our research and investment in tropical marine science. This includes the identification of key research and development priorities delivered through three long-term impacts to achieve our mission; improving tropical marine health, creating national benefits for marine industries and coastal communities, and protecting coral reefs from climate change. AIMS's strategy aligns with and supports the needs of our stakeholders and Australia's national science and research priorities, including Australia's National Marine Science Plan. AIMS provides research and knowledge to help meet the challenges identified in the National Marine Science Plan 2015-2025, so that governments and industry can make informed decisions about marine management.

To this end we collaborate, consult, provide and exchange data and knowledge with Australian and international researchers, stakeholders, Traditional Owners and the wider community.

## WHY WORK AT 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 2020-2023](#).

## 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 Skill Shortage Visa (subclass 482) or another appropriate working visa as determined by the Department of Home Affairs. For more information on Australian citizenship and visa requirements please refer to <http://immi.homeaffairs.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.





## INFORMATION ON ADVERTISED POSITIONS

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).

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

Completed applications are assessed on merit 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.

Merit is the extent to which an applicant has abilities, aptitude, skills, qualifications, knowledge, experience, achievement (including community service), characteristics and personal qualities relevant to carrying out the duties of a given position. This includes, where relevant, the manner in which an applicant carried out the duties or functions of previous positions held or engaged in (paid or unpaid), and the extent to which an applicant has potential for development to fulfil the position within reasonable time and resources.

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 six weeks.

Applicants that are short-listed for interview 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 behavioural questions based upon the selection criteria in relation to the position description.

Be prepared to discuss specific examples of your work for each of the key skill requirements. As part of, or in place of an interview, you may be asked to do exercises such as a work sample text, or a presentation.

## BIRKMAN ANALYSIS

Shortlisted applicants may also be required to complete a personal outlook analysis using the Birkman Method. This method will provide an individual report on self and social perception that provides a broader perspective of behaviour in a range of environmental contexts.

The questionnaire takes approximately 45 minutes to complete and should be completed with an individual's first response answer. The Birkman questionnaire is for internal use only as part of our recruitment process.

## 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 regarding how your application rated against the selection criteria.



## YOUR APPLICATION

Prior to submitting your application, we strongly encourage you to read the [AIMS website advertisement](#) and the advertised role's Candidate Information Pack carefully.

The Candidate Information Pack provides detailed information on the advertised role including the position description and the selection criteria.

If, after reviewing the Candidate Information Pack, you believe that your qualifications, experience and professional/technical capabilities will enable you to successfully deliver the position responsibilities, we would be very interested in hearing from you.

Then for your application to be considered, you must follow the "How to Apply" instructions detailed in the relevant role's AIMS website advertisement and/or relevant Candidate Information Pack.

Your application for an advertised AIMS position must include:

1. Completed AIMS on-line Application Form, which is accessible via the APPLY NOW button on our website;  
**and**
2. Your Resume or CV, including contact details for at least two (2) current referees;  
**and one of the following**  
*(as per the vacant position Candidate Information Pack)*
3. A document addressing each of the Selection Criteria;  
**or**  
A maximum two-page document detailing how your professional capabilities, including your qualifications, skills, knowledge, and experience enable you to successfully deliver the position responsibilities.

Prior to submitting your application, we strongly encourage you to read the [AIMS website advertisement](#) and the advertised role's Candidate Information Pack carefully.

The Candidate Information Pack provides detailed information on the advertised role including the position description and the selection criteria.

## TIPS FOR ADDRESSING SELECTION CRITERIA

[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. Care – word limits may apply.

Your response to each criterion should be based on the context of the position description contents and, following any guidance in the Candidate Information Pack, explain how you have demonstrated the particular skill or quality.

It is important to provide evidence to back up your claims. Where possible use actual, specific examples of what you have done, how well you did it, what you achieved, and how it relates to the requirements of the job. The STAR model can help you form your answer.

## WHAT IS THE STAR MODEL?

The STAR model is one way of presenting information against selection criteria. For each criterion, think about the following and use these points to form sentences:

**Situation**—Set the context by describing the circumstance where you used the skills or qualities and gained the experience.

**Task**—What was your role?

**Actions**—What did you do and how did you do it?

**Results**—What did you achieve? What was the end result and how does it relate to the job you are applying for?

Using the STAR method, we've come up with an example of how you might plan and set out your evidence.

**Situation**—role as Research Support Officer at XYZ Bank.

**Task**—needed to ensure that managers were kept informed of policies and procedures.

**Action or approach**—initiated monthly newsletter, which was emailed to each manager. Took responsibility for writing the main articles. This involved obtaining ideas and input from other stakeholders to ensure that the articles reflected managers' needs in terms of content and language.

**Result**—led to improved lines of communication between managers and the Research Support Unit. Feedback was consistently excellent. Received divisional achievement award for newsletter quality.



Once this has been achieved, you can then write the draft paragraph in full. For example:

*“As Research Support Officer at the XYZ Bank, I needed to ensure that managers were kept informed of policies and procedures. To do this, I initiated a monthly newsletter, which was emailed to each manager. I took responsibility for writing the main articles in each publication. This involved obtaining ideas and input from other stakeholders to ensure that the articles reflected the needs of managers, both in terms of content and language. I received consistently excellent feedback in relation to the newsletter from these internal stakeholders and my own manager. I received a divisional achievement award for the quality of the newsletter. Importantly, this initiative resulted in improved lines of communication between managers and the Research Support Unit.*

Remember to use only one or two of your strongest examples to respond to the selection criteria, ensuring that you have provided relevant examples from your work, study or community roles. Be clear and to the point. If a word or page limit is set, make sure you stick to it, and edit your responses for grammar, spelling and punctuation.

### TIPS FOR RESUME / CURRICULUM VITAE

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; and
- Contact details for two (2) referees including phone number and if available, an email address.

### TIPS FOR SELECTING REFEREES

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.

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 are not required as part of the application process.*

## SUBMITTING YOUR APPLICATION

Applications must be submitted electronically via our website using the APPLY NOW button. Applications will be accepted up to midnight (AEST) on the specified closing date. Please ensure all attached documents are in PDF format (preferred) or MS Word.

Your application must be received by AIMS on or before the specified closing date.

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





## 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 has joined the Science in Australia Gender Equity (SAGE) program and is developing and implementing a comprehensive diversity and equity strategy for staff.

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 favoritism 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.

AIMS supports its staff through fostering a workplace that acknowledges and respects differences among people and adapts work practices to create an inclusive work environment where diverse skills, perspectives and backgrounds of all staff are valued.

AIMS also offers family-friendly flexible work arrangements to enable a balance of work and family responsibilities. This includes 9-day working fortnights, access to commuter car transport at our Townsville facility, access to our Employee Assistance Provider for confidential counselling and/or support services, teleworking, and additional leave opportunities on top of annual and personal/carers leave entitlements including parental leave and 48/52 leave.

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*.

### Australian Institute of Marine Science

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### OTHER HELPFUL WEBSITE

[Australian Public Service – Cracking the Code](#)

### 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.

### PHOTO CREDITS

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