



Australian Government

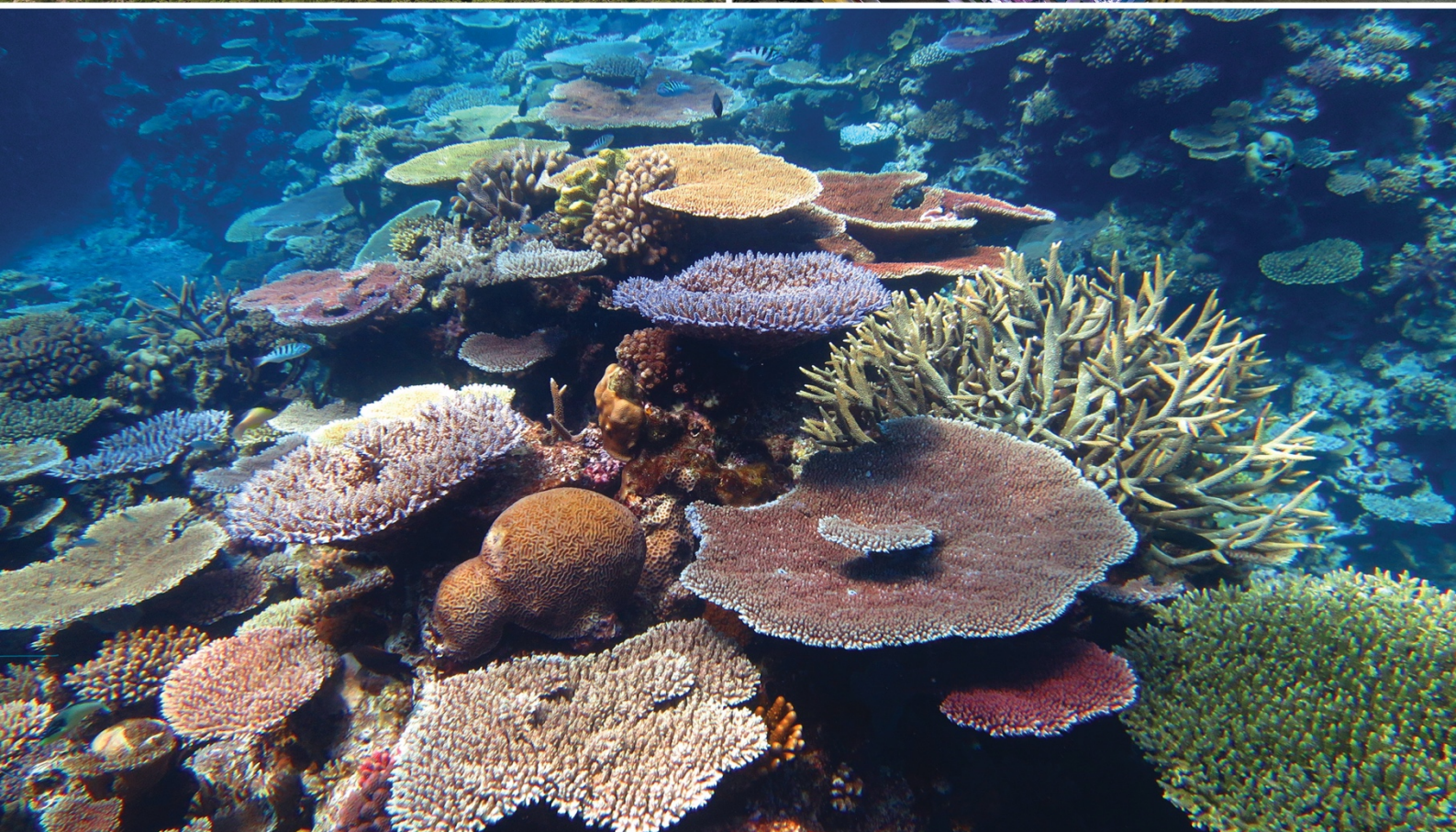


AUSTRALIAN INSTITUTE  
OF MARINE SCIENCE

FACILITIES PROJECT OFFICER

FACILITIES AND SUPPLY SERVICES TEAM

CANDIDATE INFORMATION PACK





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**AIMS was awarded Athena Swan Bronze status in 2020 by the Science in Australia Gender Equity (SAGE) program. This award recognises AIMS' commitment to improving gender equity, diversity and inclusion in STEMM disciplines.**

***The Australian Institute of Marine Science acknowledges the Traditional Owners of the land and sea on which we work. We recognise the unique relationships and enduring cultural and spiritual connection that Aboriginal and Torres Strait Islander people have to land and sea, and pay our respects to Elders past, present and future.***

**Photographic credit:** Shaun Hahn, Joe Gioffre, Christian Miller, Steve Clarke, Christian Miller, Chris Brunner, Nick Thake, David Deeley

# ABOUT AIMS

The Australian Institute of Marine Science is a corporate Commonwealth entity established under the [Australian Institute of Marine Science Act 1972](#) (AIMS Act). As Australia's tropical marine research agency, it is [our mission](#) to provide the research and knowledge of Australia's tropical marine estate required to support growth in its sustainable use, effective environmental management and protection of its unique ecosystems.

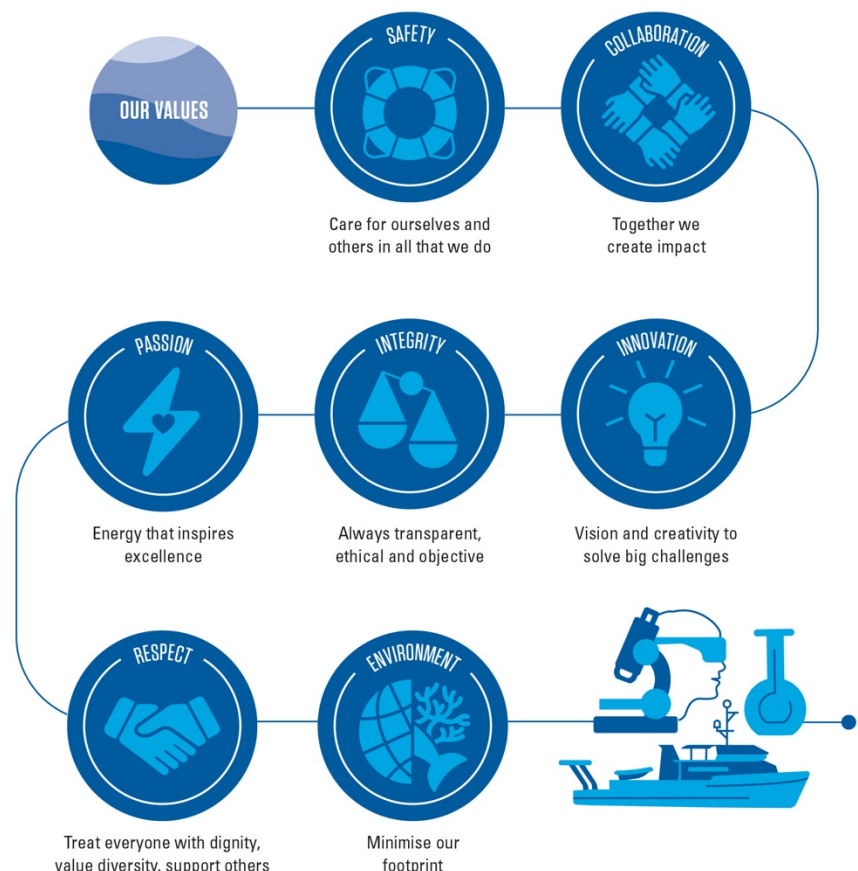
To accomplish [our mission](#), AIMS delivers independent science to help realise three key long-term impacts for the nation:

- Improve the health and resilience of marine and coastal ecosystems across northern Australia.
- Create economic, social and environmental net benefits for marine industries and coastal communities.
- Protect coral reefs and other tropical marine environments from the effects of climate change.

Our research is focused on the priorities of our stakeholders, including Commonwealth, state and territory governments, industry and Traditional Owners. Our research continues to:

- Underpin Australia's environmental management of the Great Barrier Reef (GBR) to ensure that this World Heritage Area remains healthy and resilient.
- Support the sustainable development of coastal industries and ports across northern Australia.
- Provide the environmental baselines and condition and risk assessments required for current and future resource and industrial developments in Northern Australia.

## THE WAY WE WORK



# ABOUT OUR OPERATIONS AND INFRASTRUCTURE'S FACILITIES & SUPPLY SERVICES TEAM

## AIMS Facilities

AIMS' State-of-the-art infrastructure underpins our long-term, large-scale and wide-ranging research, and is housed in our three facilities which provides staff, visiting researchers and commercial clients a range of modern facilities. Our Facilities and Supply services team provide a range of enabling support services across AIMS locations.

AIMS has facilities in three locations across Australia which are home to laboratory and administrative facilities that support field activities extending from the southern end of the Great Barrier Reef on the east coast to Shark Bay and the Abrolhos Islands in the west.

Our headquarters is at Cape Ferguson, about 50 kilometres from Townsville. In Darwin, our Arafura Timor Research Facility (ATRF) is located adjacent to the Charles Darwin University campus. Whilst AIMS in Perth is co-located within the Indian Ocean Marine Research Centre (IOMRC) at the University of Western Australia (UWA)'s Crawley campus.

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.

And, even more importantly, access to our facilities allows our research and industry partners to further the collective knowledge of Australia's unique marine ecosystems and the challenges they face.

Our National Sea Simulator (SeaSim) is a world-class marine research aquarium facility for tropical marine organisms in which scientists can conduct cutting-edge research not previously possible in Australia. SeaSim has facilities for the long-term holding and propagation of corals as model organisms for research. This allows multi-generational studies, which are critical in understanding how marine organisms acclimatise and adapt to a changing environment. Designed to encourage scientific collaboration, the facility is helping Australia realise the potential benefits of a rapidly emerging blue economy. [Take a virtual tour](#)

In 2010 the Australian Government awarded AIMS funding for the development of the National Sea Simulator through the Super Science Marine and Climate Initiative, with support from the Education Investment Fund.

Then in November 2020, it was announced that [the world's most advanced research aquarium facility received a boost](#). The Australian Government is funding the expansion of the National Sea Simulator at the Australian Institute of Marine Science as part of the 2020 Research Infrastructure Investment Plan. The National Sea Simulator is critical national infrastructure and this investment will allow AIMS to continue to deliver positive environmental, social and economic impact for the nation. The timing of the funding will bring forward vital research including projects for the collaborative [Reef Restoration and Adaptation Program](#).





# ABOUT OUR FACILITIES PROJECT OFFICER

## About this Opportunity

As a key member of AIMS Facilities and Supply team, our Facilities Project Officer provides high level project support for the Institute's capital works program across all AIMS facilities, by ensuring the effective and timely management of project tasks; that project documentation is complete and appropriately managed; and that project costs are monitored and controlled. In this role, your focus will be on the coordination of Capital Infrastructure projects for new installations and refurbishments of AIMS facilities by coordinating the procurement of goods and services, including the development of Expressions of Interest documentation, evaluation of tenders and raising purchase orders. Additionally, you will supervise a small highly productive team, which at times will include external contractors, and you will also take on the responsibilities of the Secretary to the Tender Board and contact for AIMS Procurements of goods and services to ensure compliance to AIMS Procurement Policy and Commonwealth Procurement rules.

## About you

Relying on your Certificate IV in Project Management and/or extensive construction background, where you obtained substantial experience in major Infrastructure projects, you will have the proven capabilities for coordinating team activities as well as completing task such as creating and updating project schedules and budgets with the ability to identify and manage project delays and cost overruns. Your talent for engaging with a range of internal and external stakeholders, which is founded on your confident and courteous interpersonal skills and your well-developed written communication capabilities, enables you to take a collaborative approach to the development of functional requirements briefs, co-ordination of consultant in providing detailed design and tender documentation. Your success in this role is also highly dependent on your systems/technological knowledge and experience which will enable you to maximise the capabilities of a range of project management and technical software packages such as Microsoft Office 365, Microsoft Project, AutoCAD viewer, Primavera, Visio, and TechnologyOne Integrated System Program modules.

*NB: Non-Australian Citizens must hold an appropriate Visa with working entitlements that allows paid employment with AIMS for the term of the appointment, depending on the relevant [Department of Home Affairs](#) current policies.*

If, after reviewing the position description (refer pages 8 - 11), you believe that your qualifications, experience and professional capabilities will enable you to successfully deliver the position responsibilities, we would be very interested in hearing from you.

**Apply now** and join a world leading organisation with attractive working conditions which are detailed in our [Enterprise Agreement](#). The successful candidate for this exciting opportunity will be rewarded with:

- AIMS AOF Level 4 salary (\$85,970 to \$97,833 per annum) plus 15.4% superannuation
- Full-time, permanent opportunity
- Flexible Work Arrangements considered (including tele-working where possible)
- Commuter Car Arrangements
- 9-day fortnight
- Generous leave provisions
- Located in Townsville (Qld)



# HOW TO APPLY

Your application submission for our Facilities Project Officer opportunity should include the following documentation:

- Current Resume (including two current references);
- Document addressing the Key Selection Criteria (refer to page 7) within the scope of the position description (refer to page 8-11); and
- A short cover letter.

Shortlisted applicants may be asked to complete a Personal Outlook Analysis Questionnaire using the Birkman Method.

**How to Apply:** Please submit your application via our [website](https://aims.gov.au) (aims.gov.au).

Further information on the application process and tips for addressing Selection Criteria is available in our [Recruitment Application Guide](#).

**Closing Date:** Monday, 20-September 2021 (midnight, Townsville time).

**Recruitment Contact:** Position enquiries can be directed to Andrew Blair at [a.blair@aims.gov.au](mailto:a.blair@aims.gov.au)

**NB:** Applicant survey: All applicants will be invited to complete a voluntary survey after the vacancy closing date. Your responses to this survey do not form part of your application for this position. Further information about the purpose of this survey will be provided to you in the invitation.



# KEY SELECTION CRITERIA

Your responses to the following Key Selection Criteria must evidence your suitability for this exciting opportunity within the scope of the position description (pages 8-11).

## Essential

- Demonstrated experience in Infrastructure project management and ability to prepare consultant design briefs, tender documentation, Expressions of Interest, interpretation of technical drawings, Procurement of goods & services.
- Experience creating and updating project schedules and budgets. Ability to identify delays and cost overruns.
- Demonstrated computer experience including Microsoft Office, plans databases, documents management systems.
- Track record of OHS, pro-actively progressing safety improvement, risk reduction and improved environmental performance.
- Well-developed interpersonal and communication skills to provide high-level professional services within a science research environment.

## Desirable

- Demonstrated experience with project management and technical software packages such as Microsoft Project, AutoCAD viewer and Visio.
- Extensive experience in Public Sector procurement management with prior knowledge of the Commonwealth Procurement Rules.
- Experience with the Building Code of Australia.





# POSITION DESCRIPTION:

## FACILITIES PROJECT OFFICER

<b>Team Membership:</b>	Facilities & Supply Services (5601)
<b>Program:</b>	Operations and Infrastructure (5001)
<b>Primary Location:</b>	Townsville, Qld
<b>Direct Supervisor:</b>	Facilities and Supply Manager (21036)
<b>Position Classification:</b>	AOF Level 4
<b>Functional Area:</b>	Administrative Services
<b>Position Summary:</b>	<p>Provide high level project support for the Institute's capital works program, ensuring the effective and timely management of project tasks, that project documentation is complete and appropriately managed and that project costs are monitored and controlled.</p> <p>As Secretary to the tender board and contact for AIMS Procurements of goods and services ensure compliance to AIMS Procurement Policy and Commonwealth Procurement rules.</p>
<b>Position Responsibilities:</b>	<p>Provide a high level of administrative and project support, ensuring capital project timelines are met.</p> <p>Monitor and assist with coordination of project tasks, maintaining budget tracking tools and processing invoices.</p> <p>Act as the key liaison point for contractors for provision of information and assistance with compliance, procedural or other matters related to capital and maintenance contract services.</p> <p>Undertake project planning and monitoring of project deliverables, meeting schedules reporting cost performance.</p> <p>Provide a high standard of documentation including the timely processing of project files, updating of Infrastructure plans database on ELO, compilation of reports and key performance indicators.</p> <p>Procurement of significant capital works and other business services, including development of requirements briefs &amp; evaluation of tenders.</p> <p>Provide effective communication and teamwork practices to ensure a professional service is provided to staff.</p> <p>Comply with the Commonwealth Procurement Rules.</p> <p>Comply with AIMS' workplace safety policies and procedures to ensure a safe workplace.</p> <p>Comply with AIMS' Intellectual Property policies and procedures to ensure AIMS intellectual assets are captured, managed, and protected.</p> <p>Comply with AIMS' Code of Conduct ensuring the standards of conduct required of an AIMS staff member are upheld.</p> <p>Adhere to, uphold, and demonstrate the AIMS values</p>



## POSITION DESCRIPTION - CONTINUED

Key Responsibilities and Performance Standards	
<b>Occupational Health &amp; Safety:</b>	<p>In line with AIMS' Health and Safety Policy policies and procedures, participate in Manual Task (Functional) Assessments and Fit for Work medical assessments as required.</p> <p>Comply with AIMS' workplace safety policies and procedures to ensure a safe workplace.</p> <p>Report immediately any work-related accident, injury or near accident to your direct supervisor.</p> <p>Identify workplace hazards and take corrective action with your supervisor's guidance.</p> <p>Ensure visitors and staff for which you are responsible have completed the necessary OH&amp;S inductions.</p>
<b>Intellectual Assets:</b>	Ensure compliance with AIMS' Intellectual Property policy, procedures and guidelines.
<b>Delegations:</b>	<p>Financial: \$10,000 limit on individual purchases.</p> <p>In line with Financial and Contract Delegation Policy, which includes authorisation levels for Financial, Enterprise Agreement (supervisory), HS&amp;E and General Administrative activities.</p>
<b>Teamwork/supervisory:</b>	<p>Direct Reports: up to 2</p> <p>Indirect Reports: External Contractors</p> <p>To work as a member of a multi-disciplinary team that values diversity while ensuring the achievement of AIMS' goals and objectives.</p>
<b>External Customer, Partner, Collaborator and Stakeholder Requirements:</b>	This position has contact with user group representatives, as well as interaction with professional consultants, external contractors and all levels of Institute staff to provide advice and status updates on projects.
<b>Internal Organisational relationships:</b>	<p>First Level Supervisor: Facilities and Supply Manager (21036)</p> <p>Second Level Supervisor: Chief Operating Officer (21114)</p> <p>Maintain well-developed, service-oriented relationships with the facility user groups.</p> <p>Meet weekly (or as required) with the Facilities and Supply Manager to review and update work plans and priorities.</p> <p>Attend site staff meetings and provide facilities related feedback as required.</p>
<b>Financial responsibilities and accountabilities:</b>	<p>Contribute to positional budget requirements.</p> <p>Manage AIMS funds in a responsible manner and within delegation.</p> <p>Comply with AIMS' Fraud Prevention Plan ensuring the standards of conduct and ethical behaviour required of an AIMS staff member are upheld and that suspected fraudulent activity is prevented and/or reported.</p>
<b>Innovation, problem solving and continuous improvement responsibilities:</b>	Assist in the improvement of the day-to-day operations, systems and processes for the facilities area.
<b>Planning responsibilities:</b>	<p>Performance Management:</p> <ul style="list-style-type: none"> <li>Plan work activities to ensure the achievement of timelines.</li> <li>Ensure timely and accurate completion of required tasks.</li> <li>Actively participate in own personal performance planning and evaluation.</li> <li>Successfully participate in the AIMS annual Performance and Development program.</li> </ul> <p>Recruitment: Identify needs and recommend to supervisor.</p>
<b>Communication responsibilities:</b>	<p>To apply excellent verbal communication skills to influence, interpret, liaise, advise, report and counsel.</p> <p>Interact with other team members to facilitate the achievement of group goals.</p>

## POSITION DESCRIPTION - CONTINUED

Skills and Knowledge	
<b>Essential Skills and Knowledge:</b>	<p>Demonstrated ability to preparing consultant design briefs, tender documentation and Expressions of Interest.</p> <p>Ability to review and track design changes in contractual documentation.</p> <p>Demonstrated interpersonal skills with the ability to liaise confidently with internal and external stakeholders.</p> <p>Track record of OHS, pro-actively progressing safety improvement, risk reduction and improved environmental performance.</p> <p>Well-developed verbal and written communication skills, including the ability to work efficiently in a small client focused team.</p>
<b>Desirable Skills and Knowledge:</b>	Extensive experience in Public Sector procurement management with prior knowledge of the Commonwealth Procurement Rules.
Qualifications and Experience	
<b>Essential Qualifications and Experience:</b>	<p>Certificate IV in Project Management or extensive construction background with substantial experience in major Infrastructure construction projects.</p> <p>Excellent Computer skills with sound knowledge of MS office &amp; documents management systems.</p>
<b>Desirable Qualifications and Experience:</b>	<p>Diploma in Project Management, Registered PM certification and accreditation with AIPM or similar.</p> <p>Demonstrated experience with project management and technical software packages such as Microsoft Project, AutoCAD viewer and Visio.</p>
Technology and Equipment	
<b>Technology &amp; Equipment Used:</b>	<p>Networked personal computer and general office equipment.</p> <p>TechOne EDMS applications including Document Management, Finance, and Procurement modules.</p>
Special Requirements	
<b>Other Special Requirements</b>	<p>Current QLD C Class Open Drivers Licence or the willingness to obtain.</p> <p>Successfully participate in Manual Task (Functional) Assessments and Fit for Work medical assessments.</p> <p>Strong commitment to and sound knowledge of principles and practices of Occupational Health and Safety and Workplace Diversity and Inclusion</p> <p>Non-Australian Citizens must hold an appropriate Visa with working entitlements that allows paid employment with AIMS for the term of the appointment, depending on the <a href="#">Department of Home Affairs</a> current policies.</p>



# About the Location

## Townsville (QLD) Facility

AIMS headquarters is south of Townsville, Queensland at Cape Ferguson. We are about 50 km from Townsville's CBD, is an international landmark in tropical marine science and home to the [National Sea Simulator \(SeaSim\)](#). We are 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.

## **Finding us** ([link to our Website page](#)):

Head south from Townsville on the Bruce Highway (A1). Approximately 37 km from the city centre, turn left at the signposted turn-off to AIMS, onto Cape Cleveland Rd. Follow this road for a further 16 km until you arrive at the Institute.

Please note there is **no public transport** to the Institute however employee commuter car arrangements are detailed in our [Enterprise Agreement](#) (Part I – Commuting Arrangements – Cape Ferguson).

## **Townsville Traditional Owner Groups** ([link to Townsville City Council Website](#))

Our Traditional owners and custodians, the Bindal and Wulgurukaba People are the first people to have lived in the Townsville region.

### **The Bindal People**

The Bindal people call the country “Thul Garrie Waja”. An important symbol for the Bindal people is the shooting star. They believe that wherever the star fell, or the direction the star fell meant there was either danger coming or someone from that direction was in need of help or in danger.

### **The Wulgurukaba People**

The Wulgurukaba people call their country “Gurrumbilbarra”. Wulgurukaba means “canoe people”. An important symbol of the Wulgurukaba people is the carpet snake. Wulgurukabas creation story tells the story of the creation snake that comes down from the Herbert River, went out to sea, creating the Hinchinbrook Channel, and down to Palm and Magnetic Islands. His body broke up, leaving parts along the coast. The tail of the snake is at Halifax Bay, his body is at Palm Island, while his head rests at Arcadia, Magnetic Island.

## **Living in Townsville**

Townsville is a vibrant and rapidly growing city in North Queensland. Surrounded by the Great Barrier Reef, numerous coastal islands, the Wet Tropics rainforest and the outback, and less than two hours by plane from Brisbane, the region experiences a warm tropical climate with more than 300 days of sunshine each year.

A diverse economic base with strengths in government administration, health, defence, education, marine science, natural resource management, manufacturing and mining, ports and shipping and agriculture supports a current population of over 190,000 people.

Boasting a relaxed lifestyle, residents of Townsville enjoy access to world class educational, medical, sporting and recreational facilities. Townsville attracts high quality national and international festivals, cultural and sporting events.

For further information visit [www.townsville.qld.gov.au](http://www.townsville.qld.gov.au).