



Australian Government

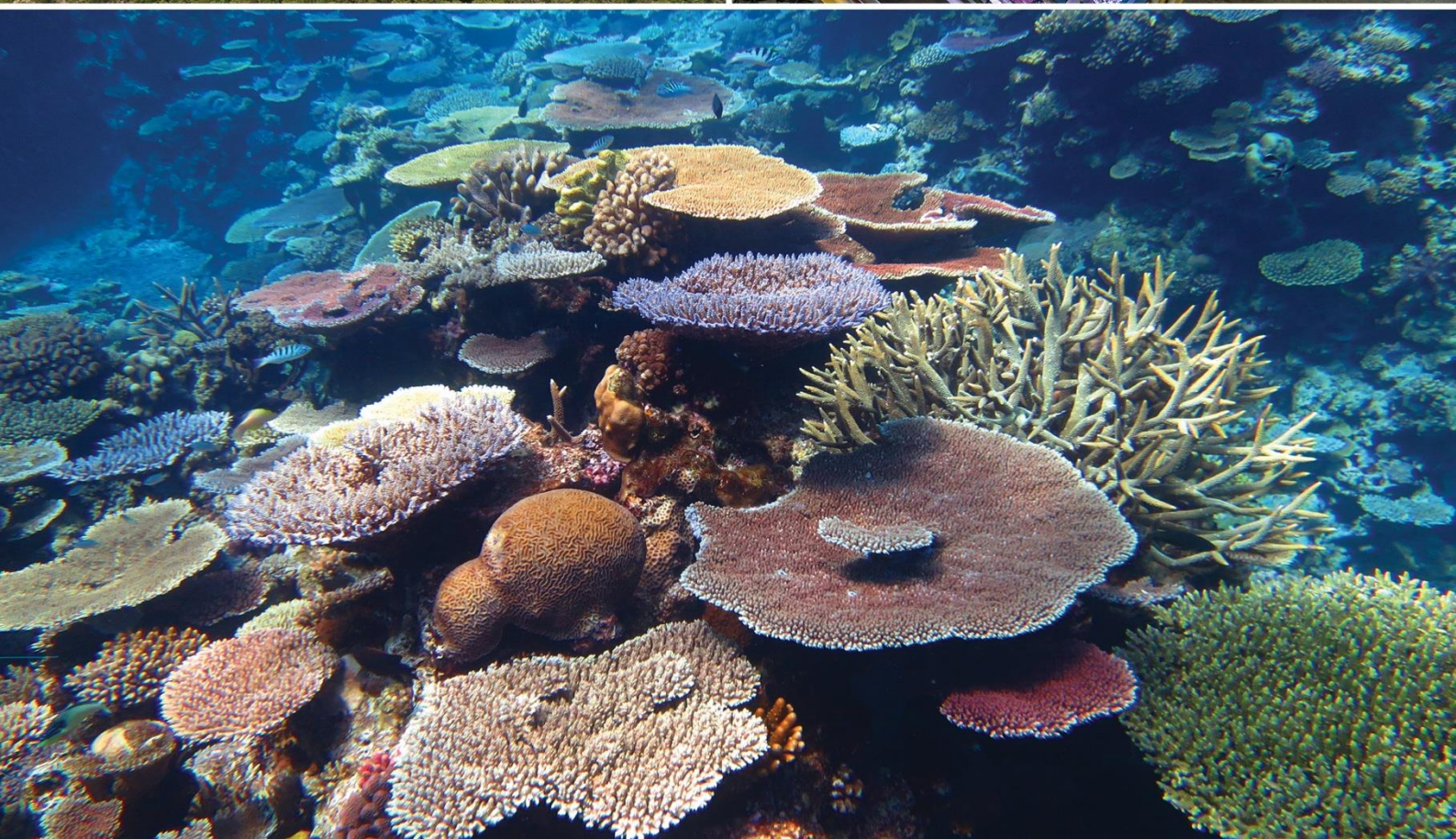


AUSTRALIAN INSTITUTE
OF MARINE SCIENCE

TECHNICAL OFFICER – LABORATORY &
AQUARIA

SCIENCE LEADER NORTHERN TERRITORY

CANDIDATE INFORMATION PACK



CONTENTS

About AIMS	3
About our Program	4
About our Technical Officer – Laboratory & Aquaria role	5
How to apply	6
Key Selection Criteria	6
Position Description	7
About Darwin	11



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:

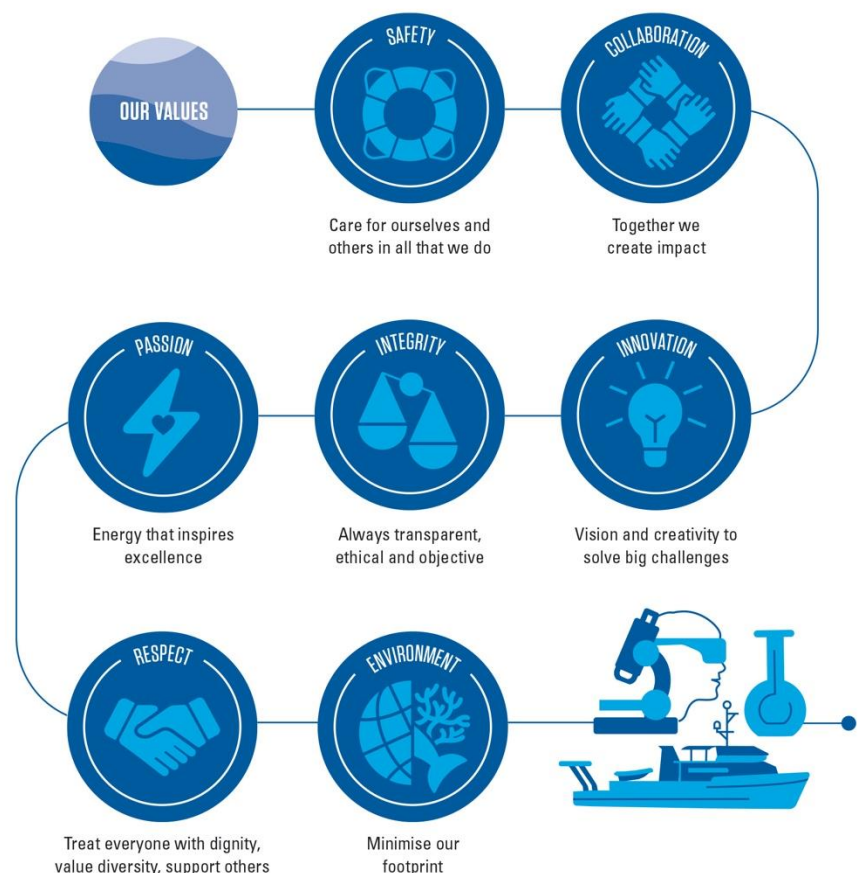
- Improve the health and resilience of marine and coastal ecosystems across northern Australia.
- Create economic, social and environmental net benefits for marine industries and coastal communities.
- Protect coral reefs and other tropical marine environments from the effects of climate change.

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.

At AIMS, [the way we work](#) guides our team members' on their collective journey towards the successful delivery of our [AIMS Strategy 2025](#) targets.

THE WAY WE WORK



ABOUT SUSTAINABLE COASTAL ECOSYSTEMS & INDUSTRIES IN TROPICAL AUSTRALIA PROGRAM

Our Sustainable Coastal Ecosystems and Industries in Tropical Australia Research Program

Our Research Program delivers science relating to the critical issue of cumulative stressors arising from increased agricultural, industrial and community development in catchments, coastal and marine environments, in the context of understanding regional-scale drivers of ecosystem health. With a geographic focus on the tropical coasts of Northern Australia, the research portfolio covers many issues associated with conservation of the region and the sustainable development of industries that operate within or influence the marine environment. A key area of focus is observing and understanding marine environmental change associated with:

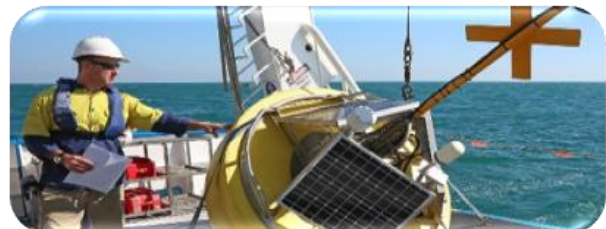
- expansion of coastal developments, including ports,
- industries that impact coastal systems,
- agricultural activities, and
- cumulative impacts of associated pressures.

The research undertaken addresses marine issues of global concern associated with understanding pressures and minimising the impacts of human activity on coastal and marine ecosystems. In parallel with understanding marine environmental impacts, we work with industries that interact with coastal systems to provide scientific information and solutions to enable informed management of activities to identify, minimise and mitigate impacts of contamination and degradation on marine communities and improve the marine environmental sustainability of their operations.

This Research Program has a considerable focus on ocean monitoring and engages as a significant partner in Australia's Integrated Marine Observing System (IMOS) to monitor multi-decadal ocean change in the oceans and marginal seas across North-western, Northern and North-eastern Australia. The Program also delivers the Marine Monitoring Program – Inshore Water Quality (MMP WQ) to track the response of marine water quality to changes in land-based run-off and other management actions, which will transition to become an integral component of the Reef 2050 Integrated Monitoring and Reporting Program (RIMReP).

Engaging with Traditional Owners and communities is an important component of the Program's work and seeks to enable integration of traditional knowledge in our understanding of environmental condition and change, expansion of our operating footprint through collaboration, and support of appropriate economic development in coastal communities.

Research delivery is undertaken via three Research Teams shared across AIMS' facilities in Townsville, Darwin and Perth. These teams include Tropical Marine Water Quality and Impacts, Oceanography and Shelf Processes, and Environmental Impacts of Coastal Development.



ABOUT OUR TECHNICAL OFFICER – LABORATORY & AQUARIA POSITION

About this Opportunity

As our **Technical Officer – Laboratory and Aquaria** you will join a small, dedicated team and contribute to the daily operations of our state-of-the-art aquaria laboratory ensuring compliance with health, safety and environment protocols and integrity of procedures are maintained. You will administer laboratory experiments as well as generate high quality data measurements and analysis reports. You will also support multiple research projects with competing deadlines and may also provide occasional field support for various research groups. Your work will directly support our ecotoxicological research group and you will be the primary contributor for the husbandry of broodstock marine biota.

About you

Underpinning your suitability for this position will be your tertiary qualification in a relevant field (biology, environmental science, or ecotoxicology) and/or equivalent technical experience working in a laboratory environment, including the use of analytical equipment and microscopes. You will also be able to demonstrate your:

- Sound understanding of biology, chemistry and ecotoxicology and the ability to maintain live biota in a recirculating aquaria system;
- Ability to work independently and in a team environment and to demonstrate flexibility and effective collaboration to meet project demands and deadlines;
- Willingness to learn and implement new skills, whilst also recognising continuous improvement opportunities for outputs and performance; and
- High attention to detail and excellent technical report writing skills.

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 [Department of Home Affairs](#) current policies.

If, after reviewing the position description (refer pages 7 - 10), 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 3 salary (\$68,759 to \$77,477 per annum) plus 15.4% superannuation
- 9-day fortnight & Flexible Work Arrangements considered (including tele-working where possible)
- Generous leave provisions
- Full-time, Permanent opportunity
- Located in Darwin (NT). Relocation Assistance available.



HOW TO APPLY & KEY SELECTION CRITERIA

HOW TO APPLY

Your application submission for our Technical Officer – Laboratory & Aquaria opportunity should include the following documentation:

- Current Resume (including the contact details detail of two current referees);
- A one-page document identifying your suitability and experience relevant to the role, with consideration of the position selection criteria (refer to page 7)

NB: Our preference is that you include a list of your qualifications, publications, certificates and/or licences in your resume. Do not attach these documents to your application as these will not be provided to the selection panel.

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: WEDNESDAY, 24 AUGUST 2022 (midnight, AEST).

Recruitment Contact: Position enquiries can be directed to Joost Van Dam at j.vandam@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

Essential

- Tertiary qualification in a relevant field (biology, environmental science or ecotoxicology), or equivalent technical experience.
- Experience working in a laboratory environment, including the use of microscopy and knowledge of invertebrate biology.
- Proven ability to work independently, with precision and complete assigned tasks to meet deadlines.
- Experience in maintaining live marine biota in a recirculating aquaria system.
- Demonstrated ability in handling and preparing chemical solutions and samples for chemical analysis in accordance to good laboratory practice and MSDSs.
- Excellent written and verbal communication skills.
- Demonstrated willingness to contribute to a team environment and flexibility in taking on new tasks.

POSITION DESCRIPTION:

TECHNICAL OFFICER – LABORATORY & AQUARIA

Team Membership:	Team 2.4: Science Leader Northern Territory (7205)
Program:	Program 2: Sustainable Coastal Ecosystems and Industries in Tropical Australia
Primary Location:	Darwin, Northern Territory
Direct Supervisor:	Research Scientist – Ecotoxicologist (21139)
Position Classification:	AIMS AOF Level 3
Functional Area:	Technical Services
Position Summary:	<p>To provide technical assistance to a range of activities undertaken at the ATRF including;</p> <ul style="list-style-type: none"> • Providing assistance in the maintenance of the ATRF aquaria facility to enable use of the facility for scientific research; • Being the primary contributor to the husbandry of broodstock marine biota maintained in the ATRF Aquaria which includes rostered weekend feeding (approx. 1 hours every 3-4 weeks); • Assisting with ecotoxicological projects at the ATRF through the provision of general laboratory technical support and basic biology/chemistry tasks; and • Contributing general laboratory technical support to science projects conducted at the ATRF, including operation of analytical equipment.
Position Responsibilities:	<p>Contribute to the operation of the ATRF aquaria and associated facilities.</p> <p>Assist the AIMS ecotoxicological research group through maintenance of broodstock and provision of general laboratory support, including the design and performance of standardised experiments and routine laboratory analyses.</p> <p>Support the various other research groups at the ATRF through the provision of general laboratory and occasional field support. This may include the adaptation of existing techniques or methods to meet specific circumstances.</p> <p>Care and observance of existing operating protocols, maintaining integrity of procedures.</p> <p>Contribute to team environment and work with existing staff to meet project deadlines and demands. This may require work on several parallel and competing tasks.</p> <p>Conduct basic data entry and analysis, literature reviews and provision of assistance in reporting activities.</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>
Key Responsibilities and Performance Standards	
Science Outputs:	<p>Contribution to the daily maintenance of the ATRF aquaria facility and resident biota.</p> <p>Providing technical assistance to ecotoxicological projects, including the design and performance of standardised experiments and routine laboratory analyses.</p> <p>Providing general technical assistance to various other ATRF projects. This may include experimental work, data entry and analysis, literature reviews and</p>

POSITION DESCRIPTION CONTINUED

	reporting activities. Contribution to field work when required.												
Occupational Health & Safety:	<p>Comply with AIMS' workplace safety policies and procedures to ensure a safe workplace.</p> <p>In line with AIMS' <u>Health and Safety Policy</u> policies and procedures, successfully participate in Manual Task (Functional) Assessments and <u>Fit for Work</u> medical assessments as required.</p> <p>Minimum functional requirements:</p> <table border="1"> <tr> <td>Maximum lift expected (5kg, 10kg, 25 kg)</td><td>25kg</td></tr> <tr> <td>% role walking</td><td>5%</td></tr> <tr> <td>% role sitting</td><td>65%</td></tr> <tr> <td>% role standing</td><td>30%</td></tr> <tr> <td>% role diving</td><td>0%</td></tr> <tr> <td>Work in offshore or remote locations for extended periods of time</td><td>No</td></tr> </table> <p>It is a requirement of this role that you are and remain fully vaccinated against COVID-19. Please note the sighting of proof of vaccination will be required as a pre commencement requirement.</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&S inductions.</p>	Maximum lift expected (5kg, 10kg, 25 kg)	25kg	% role walking	5%	% role sitting	65%	% role standing	30%	% role diving	0%	Work in offshore or remote locations for extended periods of time	No
Maximum lift expected (5kg, 10kg, 25 kg)	25kg												
% role walking	5%												
% role sitting	65%												
% role standing	30%												
% role diving	0%												
Work in offshore or remote locations for extended periods of time	No												
Intellectual Assets:	Ensure compliance with AIMS' Intellectual Property <u>policies</u> <u>procedures</u> and guidelines to ensure AIMS' intellectual assets are appropriately protected and managed.												
Delegations:	In line with <u>Financial and Contract Delegation Policy</u> , which includes authorisation levels for Financial, Enterprise Agreement (supervisory), HS&E and General Administrative activities.												
Teamwork/supervisory:	<p>Direct Reports: 0</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> <p>Interact with members of the research team to proactively assist in the achievement of research objectives.</p> <p>Provide coaching and instruction, recognise and support staff achievements and foster open communications within the team.</p>												
Internal Organisational relationships:	<p>Reports to:</p> <p>First Level Supervisor: Research Scientist – Ecotoxicologist (21139)</p> <p>Next Level Supervisor: Research Program Director - Program 3-2 (21215?)</p> <p>Communicate on a regular basis with supervisor.</p> <p>Liaise with researchers as appropriate to meet objectives of research projects.</p> <p>Develop positive work relationships with other science and service staff within AIMS.</p>												
External Customer, Partner, Collaborator and Stakeholder Requirements:	Contribute to the success of external contracts through providing high quality technical support												
Financial responsibilities and accountabilities:	Manage AIMS funds in a responsible manner and within delegation.												

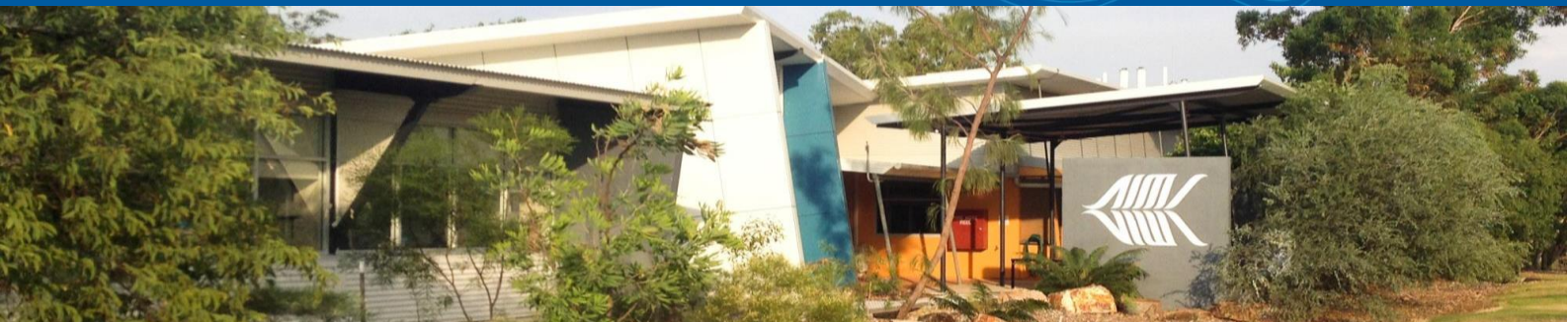
POSITION DESCRIPTION CONTINUED

	Comply with AIMS' <u>Fraud Prevention Plan</u> 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.
Innovation, problem solving and continuous improvement responsibilities:	Assist in the improvement of the day to day operations of AIMS NT aquaria, laboratory and toxicity testing
Planning responsibilities:	<p>Performance Management:</p> <ul style="list-style-type: none"> • Plan work activities to ensure the achievement of timelines. • Ensure timely and accurate completion of required tasks. • Actively participate in own personal performance planning and evaluation. • Successfully participate in the AIMS annual Performance and Development program. <p>Plan work activities with supervisor to ensure achievement of timelines in relation to internal and external client requirements.</p>
Communication responsibilities:	<p>Provide reports as required by supervisor.</p> <p>Interact with other team members to facilitate achievement of group goals.</p>
Skills and Knowledge	
Essential Skills and Knowledge:	<p>Basic knowledge of the principles of chemistry, biology, and ecotoxicology.</p> <p>Demonstrated ability in handling and preparing chemical solutions and samples for chemical analysis.</p> <p>Ability to work independently, demonstrate problem solving skills and complete assigned tasks to meet deadlines.</p> <p>Ability to recognise and implement changes in procedures in order to improve performance and output.</p> <p>Willingness to learn and apply new skills; and demonstrate flexibility to change perceptions based on new information.</p> <p>Willingness to contribute to a team environment. Flexibility to take on new responsibilities in the interest of achieving team objectives.</p> <p>Sound computer literacy and security in a networked PC environment.</p> <p>Strong commitment to applicable OHSE principles and practices.</p>
Desirable Skills and Knowledge:	<p>Experience with the technical maintenance of aquaria facilities.</p> <p>Knowledge of Good Laboratory Practice (GLP), including chemical safety.</p> <p>Excellent written and verbal communication skills.</p> <p>Experience in an aquaria, aquaculture, or research orientated environment.</p> <p>Ability to learn new equipment, systems, and procedures in a timely manner.</p> <p>Experience of field work conducted in remote areas.</p>
Qualifications and Experience	
Essential Qualifications and Experience:	<p>Tertiary qualification in a relevant field (biology, environmental science, or ecotoxicology), or equivalent technical experience.</p> <p>Experience working in a laboratory environment, including the use of analytical equipment and microscopes.</p>

POSITION DESCRIPTION CONTINUED

	<p>Experience in maintaining live biota in a recirculating aquaria system.</p> <p>Knowledge of invertebrate biology.</p> <p>Proven ability to work independently and complete assigned tasks to meet deadlines.</p> <p>The ability to liaise with different research groups and deal with suppliers.</p> <p>Experience with Occupational Health and Safety issues.</p>
Desirable Qualifications and Experience:	<p>Experience working in an aquaria environment.</p> <p>Experience in experimental biology, in particular ecotoxicology.</p> <p>Proven laboratory and chemistry skills, including chemical safety.</p> <p>Current Senior First Aid certificate.</p>
Technology and Equipment	
Technology & Equipment Used:	<p>Networked personal computer, Microsoft 365 applications and general office equipment. EDMS - TechOne ECM, Procurement, HR, Finance modules</p> <p>Life support systems for aquaria including foam fractionators, bio-filtration etc.</p> <p>Microscopes.</p> <p>Basic laboratory equipment including fume cabinets, centrifuges, microbalances etc.</p>
Special Requirements	
Other Special Requirements	<p>Current NT C Class Open Drivers Licence (or equivalent) or the willingness to obtain.</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 <u>Department of Home Affairs</u> current policies.</p>

About the Location



Darwin (NT) Facility

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 Arafura–Timor region, in which Darwin is a scientific and commercial hub, is linguistically, culturally and biologically diverse, which provides valuable links between the biophysical and social sciences..

Finding us [view more on our Website](#):

From the Darwin CBD, follow the Stuart Highway for several kilometres, then turn left onto Bagot Road and head towards Casuarina. Stay on Bagot Road until it becomes Trower Road, turn left onto Dripstone Road, and then right into Ellengowan Road at the roundabout in front of Charles Darwin University.

The sign at the front of the complex reads: 'North Australia Research Unit and Arafura Timor Research Facility'. There is reserved car parking within.

There is no direct public transport to the office.).

Darwin Traditional Owner Group

Darwin is treasured country to its traditional owners, the [Larrakia](#) people, who are prominent and active members of the local community.

The traditional owners of Darwin are the Larrakia (saltwater) people. Larrakia country runs far beyond the municipal boundaries of Darwin, covering the area from the Cox Peninsula in the west to Adelaide River in the east. The Larrakia people established the first trade routes in the region, trading with the Tiwi, Wagait and Wulna people as well as with Indonesian fishermen. Their stories, songs and ceremonies echo the strong connection and understanding they have with the saltwater country.

Living in Darwin

Darwin is a modern capital city highly valued by its diverse and highly multicultural population, with a strong position in business and industry.

Darwin has evolved from its days as a laid back frontier town and while it still retains its relaxed charm, it has become a sophisticated city. Many visitors are surprised to find that it has accommodation, eateries, clubs, pubs, museums and other amenities that are equal to what you'll find in the southern cities.

Our city is both modern and multicultural, boasting a population made up of people from more than 60 nationalities and 70 different ethnic backgrounds. The city is characterised by its many exciting cultural festivals and weekly food and craft markets.

For further information visit

[City of Darwin Website](#).

