



Australian Government

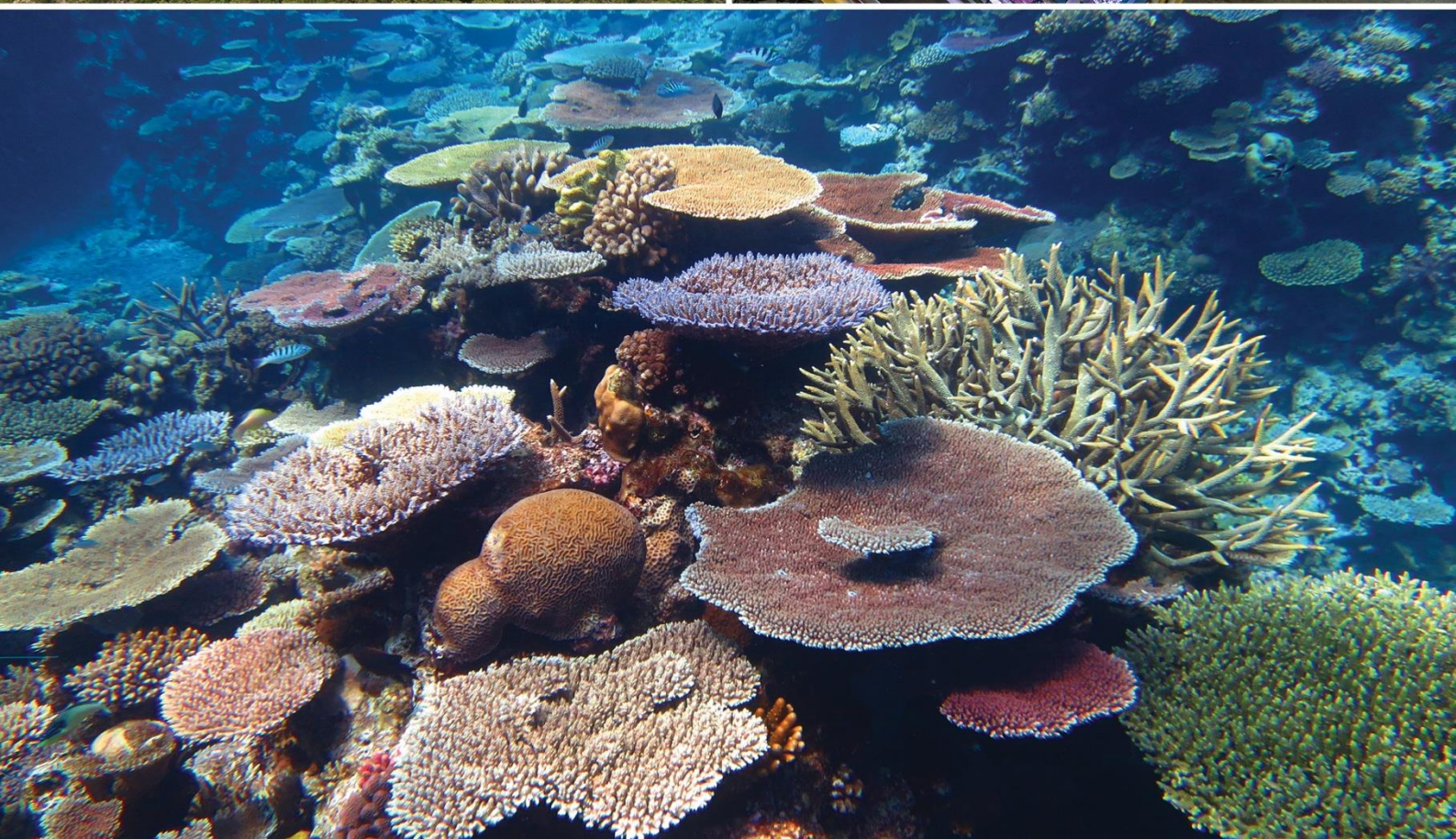


AUSTRALIAN INSTITUTE
OF MARINE SCIENCE

PEOPLE & CULTURE ADMINISTRATION
OFFICER

PEOPLE & CULTURE

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:

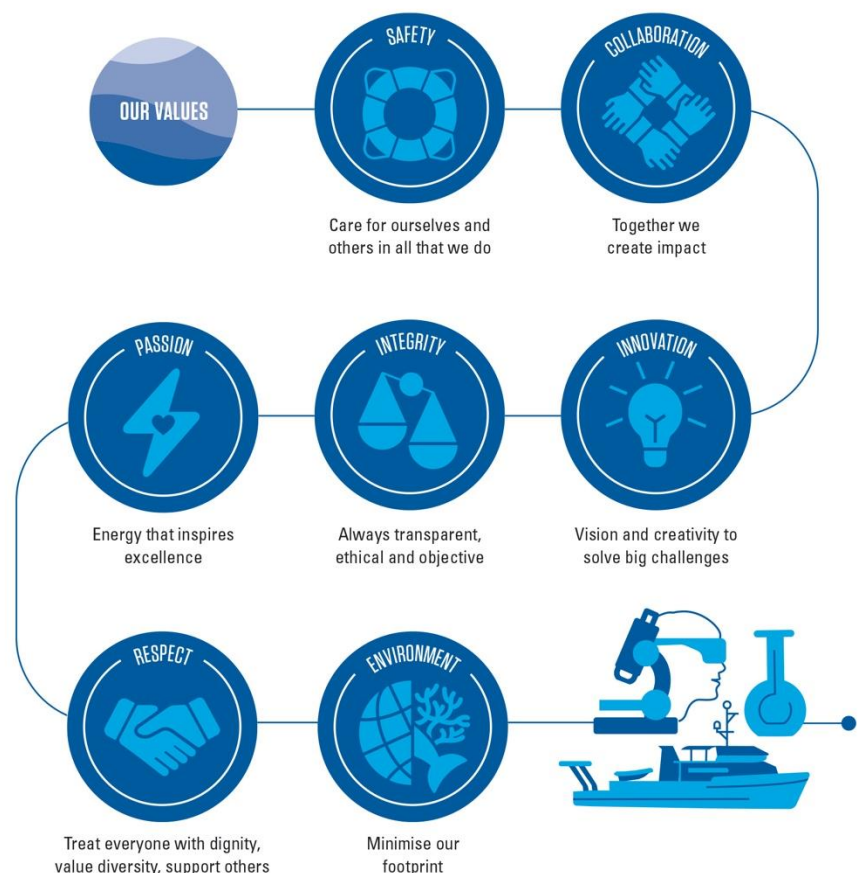
- Improve the health and resilience of marine and coastal ecosystems across northern Australia.
- Create economic, social and environmental net benefits for marine industries and coastal communities.
- Protect coral reefs and other tropical marine environments from the effects of climate change.

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.

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 AIMS'S PEOPLE & CULTURE TEAM & OUR PEOPLE & CULTURE ADMINISTRATION OFFICER POSITION

People and Culture Team

Within AIMS' Corporate Services program, the Manager, People and Culture (P&C) leads their team in the provision of high-level service, guidance, advice, and tools to support AIMS' people activities and governance. AIMS' leaders, manager and staff rely on the P&C team to develop and support effective strategies and processes to enhance attraction, engagement, and development of a high performing workplace, and ensure compliance with relevant policies, regulations, and legislation. The team supports the capability development of AIMS' workforce and positive employee relations across a broad range of activities including recruitment, selection and onboarding, remuneration, learning and development, performance and development, workplace diversity and inclusion, employee relations, strategic workforce planning, and HRIS maintenance and management.

About this Opportunity

The planning and implementation of several exciting new and expanded existing research and development opportunities at AIMS has triggered an unprecedented rapid growth in our workforce. As we evolve during this growth phase, we are seeking a passionate HR professional to join our P&C team. In this customer centric role, you will act as the first point of contact for internal and external stakeholders, providing responsive, quality services and support to our people and assisting with triage, prioritisation, escalation and resolution of enquiries and requests. Your role will include:

- Generalist HR administration and coordination across the employee lifecycle, including maintenance of employee records, people data, and systems
- Assisting on a broad range of HR tasks including recruitment, labour hire activities, employee onboarding/offboarding, learning and development support, and coordinating logistics
- Managing a busy visitor program, administering the electronic onboarding and offboarding process
- Remuneration assistance including labour hire timesheet and invoice processing
- Providing HR advice and guidance to managers and employees on HR policy, procedures, and industrial instruments
- Looking for opportunities to improve processes to support the changing needs of our business

About you

Drawing on your qualifications in HR or Business and your experience in a similar role, you will have the capabilities to deliver a broad range of HR administrative activities and display exceptional customer service with an ability to focus on solutions and remain calm under pressure. Our ideal candidate will have:

- Developing knowledge of employment related legislation and other industrial instruments
- Experience working in a fast-paced environment with conflicting priorities, with excellent attention to detail, organisational, and problem-solving skills
- Well-developed interpersonal skills, and able to build credibility and rapport quickly with AIMS staff and candidates
- An ability to maintain a high level of confidentiality and discretion, and self-manage to meet deadlines
- Experience with HRIS systems such as TechOne, and highly proficient using MS Office



HOW TO APPLY

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
- Free Onsite Gym and Optional Fitness passport
- 9-day fortnight
- Flexible Work Arrangements considered (including tele-working where possible)
- Generous leave provisions
- Full-time, Permanent opportunity
- Located in Townsville (Qld). Commuter car arrangements to site.
- Relocation Assistance available

Your application submission for our People & Culture Administration Officer opportunity should include the following documentation:

- Current Resume (including the contact details detail for two current referees);
- Document addressing the Key Selection Criteria (refer to page 6) within the scope of the position description (refer to page 7-10); and
- A short cover letter.

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](#) (aims.gov.au).

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

Closing Date: SUNDAY, 28 AUGUST 2022 (midnight, AEST).

Recruitment Contact: Position enquiries can be directed to Paul O'Regan at p.oregan@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 application submission should address the following Selection Criteria. Please address each Selection Criteria in a separate paragraph (maximum 250 words per criteria) and in a single document. The selection criteria and your CV are the documents against which we assess your suitability for the position.

Your responses to the following Key Selection Criteria must evidence your suitability for this exciting opportunity within the scope of the position description (pages 7-10).

Essential

- Relevant qualifications in a business or human resources (People and Culture) discipline and/or extensive experience working in a related field.
- Ability to work pragmatically and with a high level of independence within a complex environment, as well as the ability to exercise independence and judgement as required.
- Demonstrated well-developed interpersonal and communication skills including the capabilities to effectively consult, collaborate and liaise with other team members and/or clients.
- Advanced knowledge of Microsoft Office with excellent written communication skills and attention detail.
- Developing knowledge of employment related legislation and other industrial instruments.



POSITION DESCRIPTION:

PEOPLE & CULTURE ADMINISTRATION OFFICER

Team Membership:	People and Culture (1201)
Program:	Corporate Services
Primary Location:	Townsville, QLD
Direct Supervisor:	Senior People Relations Advisor (21515)
Position Classification:	AOF Level 3
Functional Area:	Administrative Services
Position Summary:	<p>AIMS' People and Culture team provide a broad range of workforce advice and services covering all aspects of the employment relationship cycle.</p> <p>As an enabling member of the People and Culture team, this position will provide quality administrative services and support relating to general People and Culture and office matters including:</p> <ul style="list-style-type: none"> • First point of contact for internal and external stakeholders: • Employee data maintenance, including recruitment, selection and appointment, training records management: • Workforce planning and organisational establishment maintenance and reporting: • Remuneration including labour hire timesheet processing, and • AIMS visitor management. <p>The role includes a diverse range of responsibilities and variety in a challenging environment.</p>
Position Responsibilities:	<p>Support the activities undertaken by the people and culture team, by providing general administrative support activities, including:</p> <ul style="list-style-type: none"> • Client focused delivery of support and services to internal and external client: • Manage incoming correspondence and responding to People and Culture related enquires, ensuring they are dealt with correctly in a positive, friendly, and professional manner or escalating matters as required, • Organise People and Culture related meetings and document discussions. <p>Facilitate and assist in various People and Culture related tasks.</p> <p>Participate in recruitment and selection activity, including management liaison, candidate care, document preparation and records management.</p> <p>Assist in the maintenance of employee establishment, organisational structure, and payroll related information in the HRIS (Techone), including entering new starters and changes in employment conditions.</p> <p>Participate in employee onboarding activities, including creating new electronic employee files to collate and store employment related documents.</p> <p>Coordinate probation process.</p> <p>Participate in employee learning and development activities, including creating new electronic employee files to collate and store licences, qualifications, and other related documents.</p> <p>Support Labour Hire Agreement activities, including processing of new engagements and payroll timesheet interpretation and collation.</p> <p>Provide support to the AIMS Visitor program, including establishment and maintenance of electronic records and database.</p>

POSITION DESCRIPTION - CONTINUED

	<p>Read, interpret, apply and inform staff on general of employment.</p> <p>Assist with the development, implementation and maintenance of P&C policies, procedures, tools and systems.</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													
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>10kg</td></tr> <tr> <td>% role walking</td><td>5%</td></tr> <tr> <td>% role sitting</td><td>90%</td></tr> <tr> <td>% role standing</td><td>5%</td></tr> <tr> <td>% role diving</td><td>Nil</td></tr> <tr> <td>Work in offshore or remote locations for extended periods of time</td><td>No</td></tr> </table> <p>AIMS strongly encourages all employees to be fully vaccinated against COVID-19. Whilst it is not currently a mandatory requirement for this role, AIMS reserves the right to review its position and policy on mandatory vaccinations. It may therefore become a mandatory requirement for this role in the future.</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)	10kg	% role walking	5%	% role sitting	90%	% role standing	5%	% role diving	Nil	Work in offshore or remote locations for extended periods of time	No
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Intellectual Assets:	<p>Ensure compliance with AIMS' Intellectual Property <u>policies</u> <u>procedures</u> and guidelines to ensure AIMS' intellectual assets are appropriately protected and managed.</p>												
Delegations:	<p>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.</p>												
Teamwork/supervisory:	<p>Direct Reports: Nil</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>												
Internal Organisational relationships:	<p>Reports to First Level Supervisor: Senior People Relations Advisor (21515) Next Level Supervisor: Manager, People and Culture (21131)</p> <p>Provide appropriate human resource related support, information and services.</p>												
External Customer, Partner, Collaborator and Stakeholder Requirements:	<p>Ensure relationships with external service providers and stakeholders such as government agencies, recruitment agencies, other research agencies, recruitment candidates are conducted professionally</p>												
Financial responsibilities and accountabilities:	<p>Manage AIMS funds in a responsible manner and within delegation.</p>												

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, systems and processes associated with AIMS, particularly the P&C functions.
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 tasks. Actively participate in own personal performance planning and evaluation. <p>Successfully participate in the AIMS annual Performance and Development program.</p>
Communication responsibilities:	<p>Apply sound verbal and written communication skills to gather and report on people and culture information.</p> <p>Accurate record keeping.</p> <p>Be well informed and competent in the handling of queries or service requests relating to general people and culture issues.</p> <p>Interact with other team members to facilitate the delivery of team priorities.</p>
Skills and Knowledge	
Essential Skills and Knowledge:	<p>Well-developed interpersonal and communication skills including the capability to effectively consult, collaborate and liaise with other team members matters to support the delivery of team objectives whilst maintaining a positive team environment.</p> <p>Developing knowledge of employment related legislation and other industrial instruments.</p> <p>High computer literacy, particularly in the MS Office suite of products including Team, Word, Excel and Outlook.</p> <p>Ability to work pragmatically and with a high level of independence within a complex, flexible environment, as well as the ability to exercise independence and judgement when required.</p> <p>Ability to accurately record and report discussions and present meeting minutes.</p> <p>Highly developed communication and presentation skills with the ability to transfer knowledge.</p> <p>Skills in managing time, setting priorities, planning and organising own work to achieve specific and set objectives efficiently despite conflicting pressures.</p> <p>Proven ability to work productively as a member of a team and contribute to team goals.</p> <p>Ability to maintain confidentiality.</p> <p>Ability to approach all tasks and activities from a risk management prospective.</p>
Qualifications and Experience	
Essential Qualifications and Experience:	<p>Relevant qualifications in a human resources (People and Culture) business or administration discipline and/or extensive experience working in a related field.</p> <p>Experience working with electronic corporate data management systems including HRIS, preferably TechOne.</p>

POSITION DESCRIPTION - CONTINUED

	Experience in working in a fast-paced, evolving environment with the ability to quickly learn and understand new concepts to adapt quickly and manage change.
Desirable Qualifications and Experience:	Experience in maintaining electronic files with an understanding of the nature of employment related record keeping.
Technology and Equipment	
Technology & Equipment Used:	Networked personal computer and general office equipment. Corporate EDMS - TechOne ECM, Procurement, HRIS, Finance modules Microsoft 365 applications
Special Requirements	
Other Special Requirements	Current QLD C Class Open Drivers Licence (or equivalent) or the willingness to obtain. Strong commitment to and sound knowledge of principles and practices of Occupational Health and Safety and Workplace Diversity and Inclusion. 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.



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.

