



Australian Government

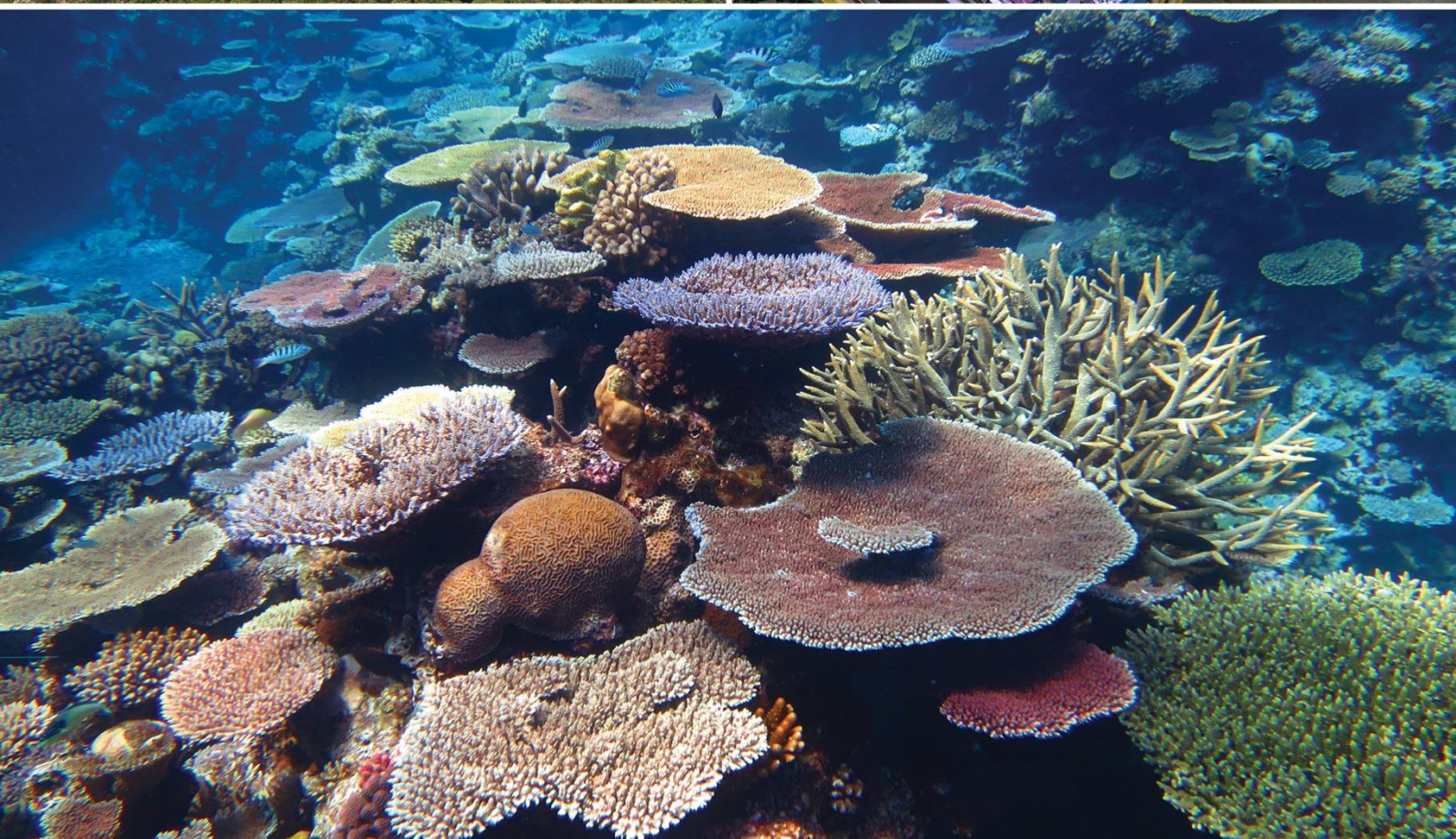


AUSTRALIAN INSTITUTE
OF MARINE SCIENCE

EXECUTIVE ASSISTANT

STRATEGIC DEVELOPMENT AND RESEARCH
AND DATA SERVICES TEAMS

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.

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:

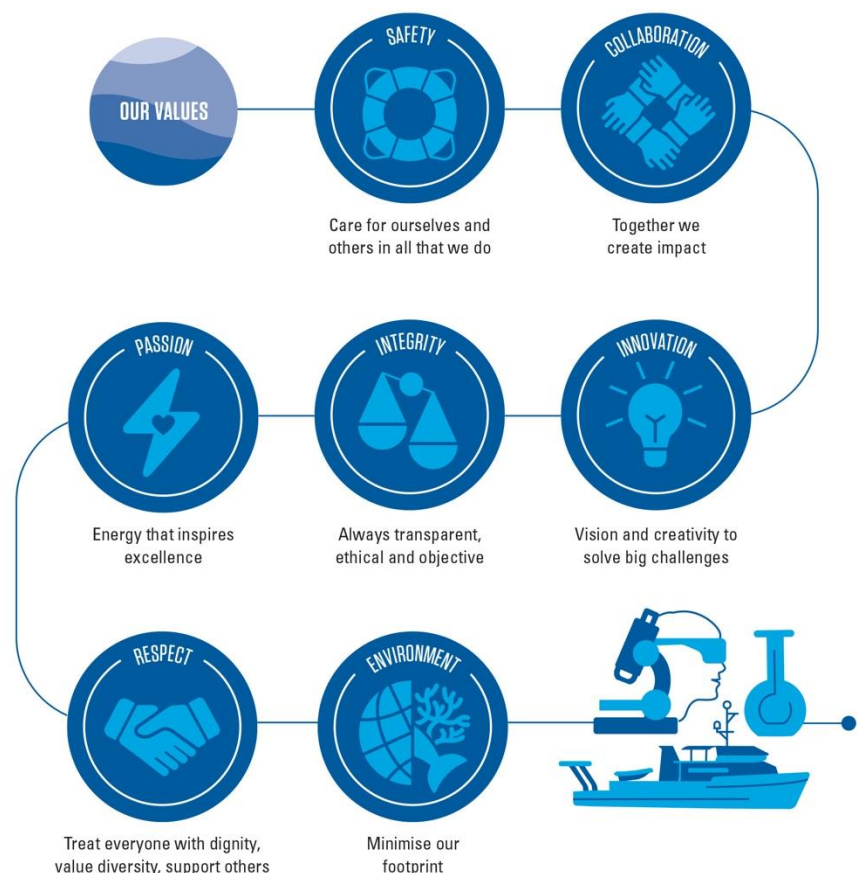
- Improve the health and resilience of marine and coastal ecosystems across northern Australia.
- Create economic, social and environmental net benefits for marine industries and coastal communities.
- Protect coral reefs and other tropical marine environments from the effects of climate change.

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 OUR STRATEGIC DEVELOPMENT AND OUR RESEARCH AND DATA SERVICES TEAMS

Strategic Development team

AIMS is expanding their **Strategic Development Program**, working to deliver innovative projects and transformational change to position AIMS for the future and deliver AIMS Strategy 2025. The Program is home to interdisciplinary teams working across fields of technology development, engineering, decision science, operations research, and complex systems modelling.

Strategic Development works alongside AIMS research teams to assist AIMS maintain its position at the frontier of future research. Strategic Development invests time in developing and establishing new program themes and capabilities required to achieve our Strategy, to deliver positive and lasting impacts for Australia's tropical marine ecosystems and for dependent people and industries and ensure AIMS remains the #1 marine science agency in the world.

Research and Data Services team

AIMS Research Services program provides cross-program research management services to AIMS' Research Programs:

- Reef Ecology and Monitoring
- Sustainable Coastal Ecosystems and Industries
- Sustainable use of North-West Marine Ecosystems
- Recovery Adaptation and Restoration Program

Our Research Office is the primary point of contact for science staff, research teams and management for research-related activities and processes across the Institute. The team supports the delivery of Research Program activities through collaboration and strategic engagement with internal and external stakeholders regarding AIMS' science activities. Additionally, the team also supports the development and administration of research program and team plans, reporting processes and proposal submissions.

The underpinning driver of the team is to support AIMS' strategic objectives by assisting with the facilitation of science impact delivery to address national research priorities and stakeholder needs.



ABOUT OUR EXECUTIVE ASSISTANT POSITION

About this opportunity

We are seeking an experienced **Executive Assistant** to provide high level support to two of our executive leaders. In this role you will contribute directly to the efficient and effective operations within the offices of the Executive Director Strategic Development and Director, Data Science and Research Services by attending to all administrative matters. Operating in a fast-paced environment your key accountabilities will include:

- Diary and inbox management, travel arrangements, task coordination and EA support for both executives
- Event scheduling and logistics management for meetings, workshops and AIMS-hosted conferences
- Providing key oversight to identify and raise opportunities for the two offices to align on mutual objectives
- Working collaboratively with other Executive Assistants to identify and prioritise tasks for executives
- Performing secretariat activities for multiple internal and external committees

About you

An excellent opportunity for an experienced EA/administrative professional, who is resourceful and adapt at managing a high volume of tasks for multiple people in a busy and dynamic environment. You may also have already worked in a science or engineering organisation, a university, or other related business or setting, and will be able to demonstrate your:

- Excellent communication skills and the ability to develop and maintain strong stakeholder relationships;
- Strong written, verbal and interpersonal skills, coupled with excellent organisational and time management skills;
- Proactiveness in identifying problems and solutions, anticipating the needs of the team you support; and
- Experience in Microsoft suite applications, you'll be confident using these systems to support your daily coordination and administrative support.

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 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 3 Enhanced salary (\$68,759 to \$86,200 per annum) plus 15.4% superannuation
- Full-time, 3-year Fixed Term opportunity
- Located in Townsville (Qld). Commuter car arrangements to site
- 9-day fortnight
- Flexible Work Arrangements considered (including tele-working where possible)
- Generous leave provisions
- Free onsite gym and optional Fitness passport
- Relocation assistance available

HOW TO APPLY

Your application submission for this 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 visit our [Recruitment Application Guide](#).

Closing date: WEDNESDAY, 15 MARCH 2023 (midnight, AEST).

Recruitment contact: Position enquiries can be directed to David Mead at D.Mead@aims.gov.au or Kameron Christopher at k.christopher@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

- Demonstrated experience providing high-level administrative assistance and support.
- Demonstrated experience using a range of office equipment and database software packages, including the Microsoft suite of applications.
- Demonstrated understanding of confidentiality provisions within a senior office.
- Strong organisational skills, including the ability to balance competing priorities, work effectively in a busy and demanding environment, and meet established deadlines.
- Flexibility and willingness to adapt within a constantly changing work environment, including a high level of responsiveness to fluctuating workloads.
- Well-developed interpersonal communication and negotiation skills and demonstrated experience dealing with people at a senior level.
- Demonstrated understanding of a research organisation, engineering business, university or science setting that includes office, laboratory, and field-based work.



POSITION DESCRIPTION:

EXECUTIVE ASSISTANT TO EXECUTIVE DIRECTOR STRATEGIC DEVELOPMENT AND DIRECTOR, DATA SCIENCE AND RESEARCH SERVICES

Team Membership:	Office of Executive Director Strategic Development (2001) Data Science and Research Services (6001)
Primary Location:	Townsville, Queensland
Direct Supervisor:	Executive Director Strategic Development (21069) and Director, Data Science and Research Services (24654)
Position Classification:	AIMS AOF Level 3 Enhanced
Functional Area:	Administrative Services
Position Summary:	Provide efficient and effective administrative duties to support the Executive Director Strategic Development (EDSD) and Director, Data Science and Research Services (DSRS). Contribute to the successful operations of the EDSD and DSRS's offices. Assist in the management of systems and processes under the control of the Strategic Development and Research Services teams.
Position Responsibilities:	Manage the EDSD and DSRS's emails, by exercising judgement in prioritising, sorting and drawing attention to urgent correspondence, whilst also setting in place systems to store, manage and archive email traffic. Ensure all communication, planning schedules, appointments, meetings, reports, travel, and associated tasks are well organised. Organise and handle logistics around meetings, workshops and AIMS-hosted conferences. Maintain calendar planning and appointment management in relation to scheduled meetings (internal and external). Secretariat to internal committees operated by the EDSD and DSRS offices, including the Technology Transformation Program (TTP) and Adaptation and Resilience Taskforce (ART). Identify opportunities for the two offices to align to achieve mutual objectives, by maintaining communication across both teams about current projects. Assist in liaising with a range of internal and external clients and AIMS staff as required for the preparation of correspondence and in the handling of general queries and requests. Maintain systems and practices that promote forward planning to ensure the EDSD and DSRS have the appropriate documentation, reports and associated information for meetings and appointments. Work with other Executive Assistants (to ALT members) to scan, filter and prioritise tasks that need attention by the EDSD and DSRS (ministerial briefings, responses and submissions to government and other stakeholders). Collate and maintain program-specific information to support business development. Collate and maintain ECM repositories of important external documents (e.g., major reports, strategic documents of clients and stakeholders). Support Research Services, Technology Development and Reef Restoration and Adaptation (RRAP) staff as required. Assist with editorial tasks; e.g. preparing or formatting documents such as reports, proposals and external correspondence.

POSITION DESCRIPTION - CONTINUED

	Comply with AIMS' Code of Conduct ensuring the standards of conduct required of an AIMS staff member are upheld. Adhere to, uphold, and demonstrate the AIMS values.												
Key Responsibilities and Performance Standards													
Science Outputs:	Assist in providing administrative support to the EDSD and DSRS. Prepare draft reports and/or workshop outcome statements as required for higher-level input by the EDSD and DSRS.												
Occupational Health & Safety:	Comply with AIMS' workplace safety policies and procedures to ensure a safe workplace. 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. Minimum functional requirements: <table border="1"> <tr> <td>Maximum lift expected (5kg, 10kg, 25 kg)</td><td>5kg</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>0%</td></tr> <tr> <td>Work in offshore or remote locations for extended periods of time</td><td>No</td></tr> </table> 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. Identify workplace hazards and take corrective action with your supervisor's guidance. Ensure visitors and staff for which you are responsible have completed the necessary OH&S inductions.	Maximum lift expected (5kg, 10kg, 25 kg)	5kg	% role walking	5%	% role sitting	90%	% role standing	5%	% role diving	0%	Work in offshore or remote locations for extended periods of time	No
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% role standing	5%												
% 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:	Direct Reports: 0 To work as a member of a multi-disciplinary team that values diversity while ensuring the achievement of AIMS' goals and objectives.												
Internal Organisational relationships:	Reports to: First Level Supervisor: Director, Data Science and Research Services (24654) Second Level Supervisor: Executive Director Strategic Development (21069) Communicate and liaise with Research Services, Corporate Services and other staff as required. Support EAs to ensure documentation is prepared in an accurate and timely fashion for AIMS Leadership Team (ALT) and Council meetings, and others as required.												
External Customer, Partner, Collaborator and Stakeholder Requirements:	Respond to the requests by the EDSD and DSRS when dealing with members of the public.												

POSITION DESCRIPTION - CONTINUED

	Maintain and foster positive relationships with colleagues at the external entities who work with the EDSD and DSRS, for example, RRAP partners and contacts at DFAT.
Financial responsibilities and accountabilities:	Manage AIMS funds in a responsible manner and within delegation. 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:	Collaborate with Strategic Development and Research Services in day-to-day operations of the EDSD and DSRS's offices.
Planning responsibilities:	Performance Management: • 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. Contribute positional requirements to operational planning. Participate in other organisational planning events, such as the Annual Report process and the 50-Year Celebration Committee.
Communication responsibilities:	Apply excellent verbal and written communication skills. Prioritise communication with external contacts to maintain the reputation of the EDSD and DSRS offices.
Skills and Knowledge	
Essential Skills and Knowledge:	Well-developed communication, consultation, and administrative assistance and liaison skills appropriate to the position. Ability to work as part of a team, providing backup to other Executive Assistant positions. Ability to develop and maintain close stakeholder and client relationships on behalf of the EDSD and DSRS. Ability to approach all tasks and activities from a risk management prospective. High-level organisational skills and the ability to balance competing priorities, work effectively in a busy and demanding environment, and achieve set deadlines.
Desirable Skills and Knowledge:	Demonstrated understanding of a research organisation, engineering business, university or science setting that includes office, laboratory, and field-based work. Demonstrated understanding of a government organisation, including liaising with the Minister's Office and Departmental staff.
Qualifications and Experience	
Essential Qualifications and Experience:	Experience providing high-level administrative support and assistance at a senior level. Demonstrated experience at scheduling meetings, preparing agendas, and taking minutes. Experience in managing and prioritising emails for senior staff.

POSITION DESCRIPTION - CONTINUED

	Demonstrated initiative, capacity to solve problems and make decisions to achieve defined objectives. Maturity, flexibility, discretion and judgement, and the ability to maintain the confidentiality of issues within the office. Demonstrated previous experience at arranging functions. High-level computer literacy and application of Microsoft Office products. A flexible approach to work demands.
Desirable Qualifications and Experience:	Qualifications in Business Administration. Experience with specialised Microsoft products, such as Office 365 and Outlook.
Technology and Equipment	
Technology & Equipment Used:	Networked personal computer and general office equipment. EDMS - TechOne ECM module for filing, archiving Microsoft Project, Microsoft 365 applications, databases. General and specialist software packages. Filing and archiving systems including electronic file management. AIMS Fleet Vehicles (including Commuter Car Arrangements)
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 OUR 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 (see more on our website):

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 (visit the [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. Wulgurukaba's 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

