



Australian Government

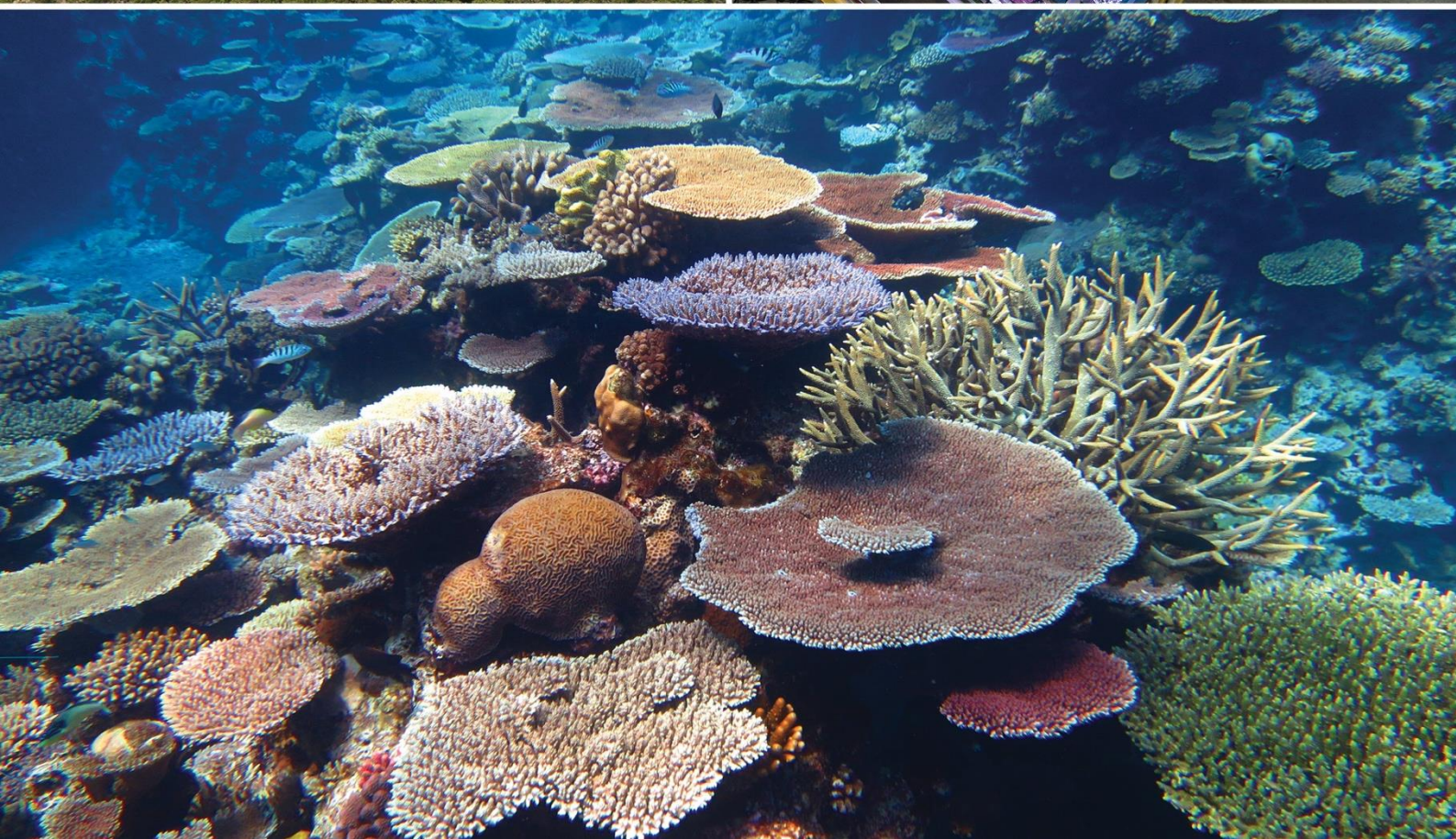


AUSTRALIAN INSTITUTE  
OF MARINE SCIENCE

AIMS@JCU ADMINISTRATIVE OFFICER

AIMS@JCU PARTNERSHIP

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:

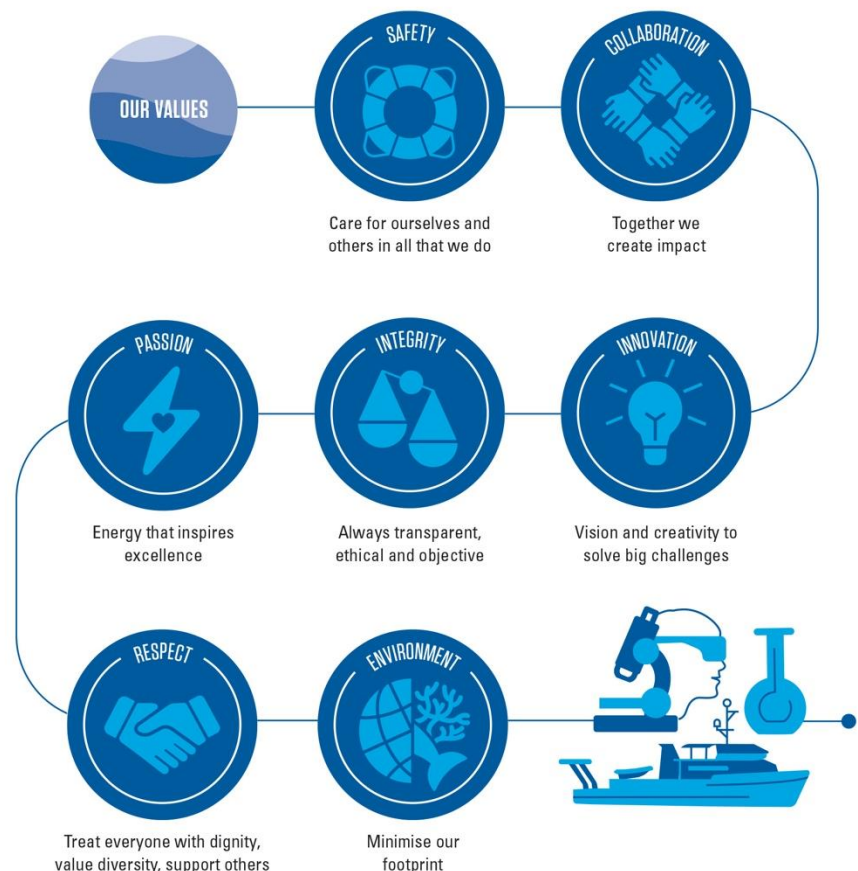
- Improve the health and resilience of marine and coastal ecosystems across northern Australia.
- Create economic, social and environmental net benefits for marine industries and coastal communities.
- Protect coral reefs and other tropical marine environments from the effects of climate change.

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



[AIMS@JCU](#) is a strategic alliance between two global leaders in tropical marine science, - James Cook University (JCU) and the Australian Institute of Marine Science (AIMS). It integrates their strengths, synergies, infrastructure & expertise for greater world class tropical marine research capacity.

While AIMS and JCU have a long history of collaboration, the formal AIMS@JCU partnership further develops Townsville as a centre of excellence for research, education and teaching in marine science. The strategic alliance brings together a critical mass of tropical marine scientists with improved access to infrastructure at both institutions leading to new insights and research collaborations.

Post-graduate research projects jointly supervised by staff at both organisations has proven to be an effective vehicle for collaboration between AIMS and JCU. The joint projects address national and international research priorities and advance the global effort to understand and sustainably manage marine resources. AIMS@JCU students are mentored and provided with the skills, knowledge and experience to ensure the next generation of marine science leaders are well placed to meet the challenges of the future.

AIMS@JCU continues to unearth and nurture a wealth of young marine science talent with a high global profile and impact and through uptake of AIMS@JCU graduates into employment by many eminent national and international organisations.

The efficiencies and value of tropical marine science investment is optimised through AIMS@JCU. The strategic alliance is poised to grow and prosper into the future with an enduring legacy of world class tropical marine science leaders.

Visit the [AIMS@JCU website](#)



# ABOUT OUR AIMS@JCU ADMINISTRATIVE OFFICER POSITION

## About this opportunity

Our AIMS@JCU Administrative Officer, under the direction of the AIMS@JCU Office Manager, contributes to the management of operational or administrative systems and services to ensure the efficient and effective functioning of the AIMS@JCU activities. As the first point of contact with AIMS@JCU, you will be required to liaise with AIMS@JCU members, particularly Higher Degree Research (HDR) students, postdoctoral fellows, advisors and the general AIMS and JCU community, to respond to their enquiries about AIMS@JCU policies and processes and to help inform members about news and important events.

Importantly, you will work in close collaboration with the JCU employed, AIMS@JCU Office Manager, and will contribute to the successful day-to-day operations of the AIMS@JCU secretariat. You will interact directly with the governing Executive Committee, Science Advisory Committee and AIMS@JCU members (staff and HDR students) and will provide responsive first point of contact service for AIMS@JCU and the Research Director. You will assist in organising and supporting Executive Committee and Science Advisory Committee meetings including compilation of data and reports for meeting papers, and ensuring accurate minutes are kept. You will also be responsible for drafting and updating content to maintain AIMS@JCU's social media presence in liaison with the AIMS communication team and JCU Marketing Directorate.

## About you

Your well-developed organisational, time-management, interpersonal and written communication skills, including the ability to work efficiently in a small client focused team, will ensure that you have the capabilities to perform this role. You will be comfortable and thrive in dynamic and fast-moving customer focused environments.

Using your initiative, problem-solving skills and decision-making capabilities you will maintain systems and practices that promote forward planning to facilitate the smooth delivery of the AIMS@JCU workplan, including compilation of member data for reports, managing the currency of adjunct appointment and register of advisors for relevant AIMS staff, coordinating student awards and logistics, and managing the AIMS@JCU student database with accurate student progress data.

*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 (\$70,822 to \$79,801 pro-rata per annum) plus 15.4% superannuation
- Part-time 10 hours per week (0.27FTE), Permanent opportunity
- Located in Townsville (Qld). Commuter car arrangements to site
- Flexible Work Arrangements considered
- Generous leave provisions
- Free onsite gym and optional Fitness passport
- Relocation assistance available

# HOW TO APPLY & KEY SELECTION CRITERIA

## 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 (below)

**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, 31 MAY 2023 (midnight, AEST).

**Recruitment contact:** Position enquiries can be directed to Cherie Motti at [c.motti@aims.gov.au](mailto:c.motti@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 working in a research organisation or university that includes office, laboratory and field based work.
- Demonstrated experience providing high-level administrative assistance and support relevant to the role.
- Demonstrated track record of successfully working both independently and as part of a team.
- Demonstrated experience using a range of office equipment and database software packages, including the Microsoft suite of applications.
- Strong organisational skills, including the ability to balance competing priorities, establish appropriate workflows, 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 and negotiation skills, and demonstrated experience dealing with people at a range of levels and from diverse backgrounds.
- Demonstrated experience delivering excellent customer service managing inquiries and exercising appropriate confidentiality and discretion.
- Demonstrated experience in taking official minutes.
- Demonstrated ability to organise and deliver events and functions.

### Highly Desirable

- Demonstrated understanding of candidature management systems for Higher Degree Research training.

# POSITION DESCRIPTION:

## AIMS@JCU ADMINISTRATIVE OFFICER

<b>Team Membership:</b>	AIMS@JCU
<b>Program:</b>	Research Office (6002)
<b>Primary Location:</b>	Townsville, Qld
<b>Direct Supervisor:</b>	Research Director, AIMS@JCU (21046)
<b>Position Classification:</b>	AIMS AOF Level 3
<b>Functional Area:</b>	Administrative Services
<b>Position Summary:</b>	<p>AIMS@JCU is a strategic alliance between the Australian Institute of Marine Science (AIMS) and James Cook University (JCU). It facilitates collaborative world class marine research between both institutions including through joint Higher Degree Research students enrolled at JCU and co-supervised within the AIMS Research Plan. This position is AIMS employed and will work within the AIMS@JCU secretariat. The role requires time to be spent at both AIMS and JCU sites.</p> <p>Under the management of the AIMS@JCU Office Manager (based at JCU), the role will contribute to the management of operational and administrative systems and services to ensure the efficient and effective functioning of AIMS@JCU activities.</p> <p>Working under the guidance of the AIMS@JCU Office Manager, this role contributes to the successful day-to-day operations of the AIMS@JCU secretariat.</p> <p>The role will interact directly with the governing Executive Committee, Science Advisory Committee and AIMS@JCU members (staff and students) and provide excellent first point of contact service with incoming emails, phone calls and mail for AIMS@JCU and the Research Director along with diary management.</p> <p>The position will report directly to the AIMS@JCU Research Director for all human resources and finance matters.</p>
<b>Position Responsibilities:</b>	<p>Key responsibilities for this position may include but are not limited to:</p> <p>Working with the AIMS@JCU Office Manager and the Research Director, to provide administration support to the AIMS@JCU secretariat. Organise and support Committee meetings including compilation of data and reports for meeting papers, and ensuring accurate minutes are kept.</p> <p>Under the management of the Office Manager, this position will:</p> <p>Organise and coordinate event logistics including professional development courses and workshops for AIMS@JCU members, student writing retreats, and the annual student seminar day.</p> <p>Maintain systems and practices that promote forward planning for the smooth delivery of the AIMS@JCU workplan, including compilation of member data for reports, managing the currency of adjunct appointment and register of advisors for relevant AIMS staff, coordinating student awards and logistics, and maintaining the AIMS@JCU student database with accurate student progress data.</p> <p>As the first point of contact with AIMS@JCU, liaise with AIMS@JCU members, particularly HDR candidates, advisors and the general AIMS and JCU community via telephone, email and in person to address enquiries about AIMS@JCU</p>

# HOW TO APPLY

	<p>policies and processes and to help inform members of AIMS@JCU news and important events.</p> <p>Update and provide input into maintaining AIMS@JCU's social media presence in liaison with the AIMS communication team and JCU Marketing Directorate to ensure AIMS@JCU branding and messaging is current, appealing and in alignment with both AIMS and JCU requirements.</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>												
<b>Key Responsibilities and Performance Standards</b>													
<b>Science Outputs:</b>	Assist in providing administrative support to the AIMS@JCU Office Manager, Research Director, and student and staff members.												
<b>Occupational Health &amp; Safety:</b>	<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>33%</td></tr> <tr> <td>% role sitting</td><td>33%</td></tr> <tr> <td>% role standing</td><td>33%</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>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&amp;S inductions.</p>	Maximum lift expected (5kg, 10kg, 25 kg)	25kg	% role walking	33%	% role sitting	33%	% role standing	33%	% role diving	0%	Work in offshore or remote locations for extended periods of time	No
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<b>Intellectual Assets:</b>	Ensure compliance with AIMS' Intellectual Property <u>policies</u> <u>procedures</u> and guidelines to ensure AIMS' intellectual assets are appropriately protected and managed.												
<b>Delegations:</b>	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.												
<b>Teamwork/supervisory:</b>	<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>												
<b>Internal Organisational relationships:</b>	<p>Reports to:</p> <p>First Level Supervisor: AIMS@JCU Office Manager (JCU based) for day-to-day operations and AIMS@JCU Research Director (21046) for human resources and finance matters.</p> <p>Next Level Supervisor: Research Manager (21435)</p> <p>Communicate and liaise with staff of AIMS Research Services, Corporate Services</p>												

# HOW TO APPLY

	<p>and other staff as required.</p> <p>Communicate and liaise with members of AIMS@JCU who may be AIMS staff, AIMS@JCU students, or JCU staff.</p>
<b>External Customer, Partner, Collaborator and Stakeholder Requirements:</b>	<p>Respond to the requests of the AIMS@JCU Research Director when dealing with members of the public.</p> <p>The position requires frequent liaison with collaborators at the partner institution JCU.</p>
<b>Financial responsibilities and accountabilities:</b>	<p>Manage AIMS funds in a responsible manner and within delegation.</p> <p>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.</p>
<b>Innovation, problem solving and continuous improvement responsibilities:</b>	<p>Collaborate with AIMS@JCU staff employed by either JCU or AIMS, in day-to-day operations of AIMS@JCU.</p> <p>Contribute to the continuous improvement of existing project processes, policies and procedures and provide recommendations in line with AIMS guidelines.</p>
<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> </ul> <p>Successfully participate in the AIMS annual Performance and Development program.</p>
<b>Communication responsibilities:</b>	<p>Apply excellent verbal and written communication skills.</p> <p>Interact with other team members to facilitate achievement of shared team goals.</p>
<b>Skills and Knowledge</b>	
<b>Essential Skills and Knowledge:</b>	<p>Demonstrated experience working in an Australian publicly funded research organisation or university involved in scientific research.</p> <p>Well-developed communication, consultation, and administrative assistance and liaison skills appropriate to the position.</p> <p>Ability to work as part of a team, providing backup to other Executive Assistant positions.</p> <p>Ability to develop and maintain close stakeholder and client relationships on behalf of AIMS@JCU.</p> <p>High-level organisational skills and the ability to balance competing priorities, work effectively in a busy and demanding environment, and achieve set deadlines.</p>
<b>Desirable Skills and Knowledge:</b>	<p>Demonstrated understanding of candidature management systems for Higher Degree Research training.</p>
<b>Qualifications and Experience</b>	
<b>Essential Qualifications and Experience:</b>	<p>Business Administration experience providing high-level administrative support and assistance at a senior level.</p> <p>Demonstrated experience at scheduling meetings, preparing agendas and taking minutes.</p> <p>Experience in managing and prioritising emails for senior staff.</p>

## HOW TO APPLY

	<p>Demonstrated initiative, capacity to solve problems and make decisions to achieve defined objectives.</p> <p>Mature workplace attitude, flexibility, discretion and judgement, and the ability to maintain the confidentiality of issues within the office.</p> <p>Demonstrated previous experience at arranging functions.</p> <p>Strong demonstrated experience with Microsoft Office 365 tools including Word, Excel, Teams, PowerPoint, Outlook.</p> <p>A flexible approach to work demands.</p>
<b>Desirable Qualifications and Experience:</b>	Tertiary qualifications in Business Administration.
<b>Technology and Equipment</b>	
<b>Technology &amp; Equipment Used:</b>	<p>Networked personal computer and general office equipment.</p> <p>EDMS - TechOne ECM, Procurement, HR, Finance modules</p> <p>Microsoft Project, Microsoft 365 applications</p> <p>AIMS Fleet Vehicles (including Commuter Car Arrangements)</p>
<b>Special Requirements</b>	
<b>Other Special Requirements</b>	<p>Current QLD 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 <a href="#">Department of Home Affairs</a> current policies.</p>



# 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](http://www.townsville.qld.gov.au)

