



Australian Government



AUSTRALIAN INSTITUTE
OF MARINE SCIENCE

MECHANICAL WORKSHOP COORDINATOR

ENGINEERING AND FIELD OPERATIONS
TEAM

CANDIDATE INFORMATION PACK



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

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

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:

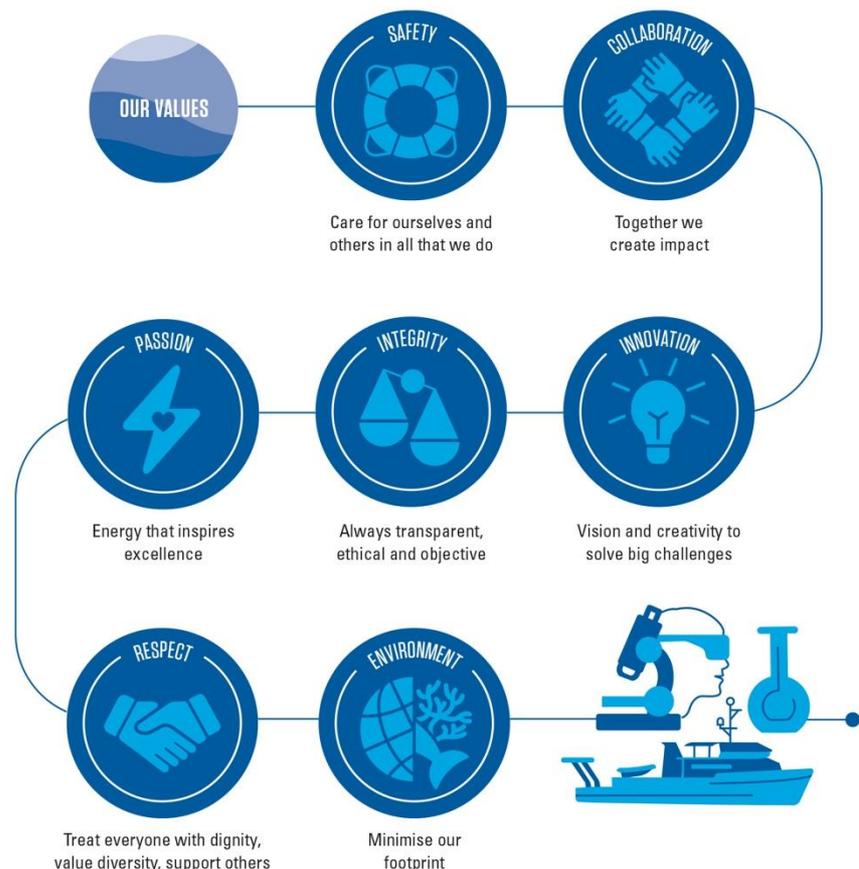
- Improve the health and resilience of marine and coastal ecosystems across northern Australia.
- Create economic, social and environmental net benefits for marine industries and coastal communities.
- Protect coral reefs and other tropical marine environments from the effects of climate change.

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 OPERATIONS AND INFRASTRUCTURE PROGRAM'S ENGINEERING AND FIELD OPERATIONS TEAM

Our Engineering and Field Operations team are an enabling resource for AIMS' Research Programs, and provide the following support functions:

- The Engineering and Workshop Section is involved in the development, construction, and operation of engineering projects with scientists, with particular accent on the combination of electronics and mechanical engineering in a marine environment. This section specialises in the integration of electronic units and mechanical housings to produce outstanding specialised equipment. Electronics, Mechanical and Fabrication workshops working together achieve a degree of synergy. The combination of a variety of skills and excellent facilities leads to a result difficult to achieve in the commercial environment. Specialisations include underwater housings, low power operation, remote operation (telemetry), underwater operation, sensors, instruments, data acquisition and control.
- Transport (Townsville) – AIMS Fleet and Commuter Car management.
- Marine Operations - AIMS conducts field work in many ways in many locations. From land or at sea; using our vessels, charter, or other research vessels or vehicles. We work both independently and in collaboration with other Research Organisations. This section is supported by a combination of teams including Field Operations, Small Vessels and Dive Operations.

The Marine Operations section manage and support AIMS' Field Program through the provision of advice and specialised equipment to ensure safety and compliance in the delivery of AIMS projects in the field. The combination of these teams provide the oversight of all aspects of the operational delivery, supported by AIMS' operational management systems. The Marine Operations team work closely in all aspects of AIMS field work management and operate as a cross functional team.



ABOUT OUR MECHANICAL WORKSHOP COORDINATOR POSITION

About this opportunity

A key role working within our growing Engineering and Field Operations team, your role will lead and provide technical planning, design and fabrication support to the AIMS Engineering team and wider AIMS internal and external customers. Providing technical leadership, planning and governance for the Mechanical Engineering workshop team, this role will also focus on:

- Overseeing and participating in the design, manufacture, review and implementation of mechanical engineering solutions for scientific and technological research in laboratory and field environments
- Managing the workshop workflow process, ensuring scheduled objectives are in place and achieved, including preventative maintenance strategies for equipment
- Using computer software to create machine programs for component manufacturing and using CAD software to design, detail and draft engineering drawings for equipment production
- Collaborating with other marine research institutions about innovative monitoring and measuring technologies, and considering the application of such innovations into our field operation

About you

You will be an experienced technical leader, confident leading teams in an engineering workshop environment and have demonstrated experience in machining and fabricating a range of products of an engineering nature utilising ferrous, non-ferrous and plastic materials. You will have a trade qualification as a Fitter/Machinist or relevant discipline, with certification and demonstrated NC programming experience, and NC lathe and NC Mill proficiency.

You will draw on your experience in component and equipment design and manufacturing, as well as workflow process management to lead the delivery of mechanical engineering solutions. You'll be experienced at developing and overseeing team budgets, have excellent attention to detail in execution, communication and documentation, and have basic electronics and electrical experience. Welding capability using GMAW, GTAW and MMAW and experience with autonomous or semiautonomous platforms, oceanographic measurement and observation systems would be highly desirable.

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 5 salary (\$113,275 to \$124,181 per annum) plus 15.4% superannuation
- Full-time, Permanent 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 for addressing Selection Criteria is available in our [Recruitment Application Guide](#).

Closing date: WEDNESDAY, 12 JULY 2023 (midnight, AEST).

Recruitment contact: Position enquiries can be directed to Ben Fusco, Engineering & Field Operations Manager at b.fusco@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 in a senior leadership position, in an engineering workshop environment, with documented experience in machining and fabricating a range of products of an engineering nature utilising ferrous, non-ferrous and plastic materials.
- Trade Qualifications as a Fitter/Machinist or relevant discipline with certification and demonstrated NC programming experience coupled with NC lathe and NC Mill proficiency.
- Basic Electronics/ electrical experience.
- Experience in component and equipment design and manufacture for operation and deployment in a marine environment.
- Demonstrated in workflow process management and supporting systems.

Desirable

- Welding capability utilising GMAW, GTAW and MMAW.
- Experience with autonomous or semiautonomous platforms (e.g. autonomous underwater vehicles or unmanned aerial vehicles), oceanographic measurement and observation systems.
- Demonstrated experience in Project Management supported by formal training or qualifications.



POSITION DESCRIPTION: MECHANICAL WORKSHOP COORDINATOR

Team Membership:	Engineering and Field Operations (5401)
Program:	Operations and Infrastructure (5001)
Primary Location:	Townsville, Qld
Direct Supervisor:	Operations Manager (21736)
Position Classification:	AOF Level 5
Functional Area:	Technical Services
Position Summary:	<p>As part of the Engineering and Field Operations team, this position provides engineering support for the design and implementation of systems built in the Engineering Workshop for field and laboratory use.</p> <p>This position will be responsible for the management of the Mechanical Engineering Workshop team and collaborate with other marine research institutions with common interests in innovative monitoring and measuring in the marine environment, as well as innovative organisations looking to apply their technologies in the marine environment. They will also conduct integration of new technologies into our field operations.</p> <p>Supervising the AIMS Mechanical Engineering Workshop team, this position will lead the design, manufacture, review and implementation of mechanical engineering solutions to enable the adaptation and application of current and new technologies for scientific and technological research in laboratory and field environments.</p>
Position Responsibilities:	<p>Actively oversee the activities of, and lead, the Mechanical Workshop team, and participate in the design, manufacture review and maintenance of scientific equipment and instruments, ensuring all safety and legal standards are met.</p> <p>Lead staff and manage resources to ensure efficient service delivery.</p> <p>Apply sound engineering principles and technical skills to achieve the Institute's scientific goals.</p> <p>Supervise the development of original equipment solutions to solve scientific instrumentation requirements.</p> <p>Ensure all safety and government standards are met.</p> <p>Manage the workshop workflow process, delegating work and ensuring schedule objectives are in place and achieved.</p> <p>Contribute to stakeholder partnerships at the local level to promote AIMS engineering design, innovation and to establish collaborative product development.</p> <p>Use CAD software to design, detail, and draft engineering drawings for the production of equipment.</p> <p>Supervise and participate in the manufacture of scientific equipment using a range of mechanical instruments and equipment on ferrous, non-ferrous and plastic materials to required standards within set timelines.</p> <p>Supervise the planning, management and implementation of preventative maintenance strategies for Engineering workshop equipment.</p> <p>Use computer software to create machine programs for the manufacture of components.</p> <p>Comply with AIMS' Code of Conduct ensuring the standards of conduct required of an AIMS staff member are upheld.</p> <p>Adhere to, uphold, and demonstrate the AIMS values.</p>

POSITION DESCRIPTION - CONTINUED

Key Responsibilities and Performance Standards													
Science Outputs:	Assist staff in the pursuit of research objectives in laboratory and field environments through the manufacture and implementation of innovative solutions to enable the adaption and application of current and new technologies.												
Occupational Health & Safety:	<p>Comply with AIMS' workplace safety policies and procedures to ensure a safe workplace.</p> <p>In line with AIMS' Health and Safety Policy policies and procedures, successfully participate in Manual Task (Functional) Assessments and Fit for Work 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>20%</td> </tr> <tr> <td>% role sitting</td> <td>40%</td> </tr> <tr> <td>% role standing</td> <td>40%</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&S inductions.</p>	Maximum lift expected (5kg, 10kg, 25 kg)	10kg	% role walking	20%	% role sitting	40%	% role standing	40%	% role diving	0%	Work in offshore or remote locations for extended periods of time	No
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% role diving	0%												
Work in offshore or remote locations for extended periods of time	No												
Intellectual Assets:	Ensure compliance with AIMS' Intellectual Property policies procedures 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: 3 (increasing with organisational requirements)</p> <p>To work as a member of a multi-disciplinary team that values diversity while ensuring the achievement of AIMS' goals and objectives and participation in the AIMS Leadership and Culture program including having a personal action plan in place.</p>												
Internal Organisational relationships:	<p>Reports to:</p> <p>First Level Supervisor: Operations Manager (21736)</p> <p>Next Level Supervisor: Chief Operations Officer (21114)</p>												
External Customer, Partner, Collaborator and Stakeholder Requirements:	Liaise with external parties as required, regarding equipment and accessories, subcontracting												
Financial responsibilities and accountabilities:	<p>Manage the allocated budget for Engineering workshop.</p> <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>												
Innovation, problem solving and continuous improvement responsibilities:	Assist in the improvement of the day-to-day operations, systems and processes associated with AIMS.												

POSITION DESCRIPTION - CONTINUED

<p>Planning responsibilities:</p>	<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. • Ensure timely and accurate completion annual performance agreement and evaluation for staff. • Contribute positional requirements to operational planning. <p>Recruitment: Identify needs, recommend to supervisor and lead recruitment as required.</p>
<p>Communication responsibilities:</p>	<p>Apply excellent verbal communication skills to influence, interpret, liase, advise report and counsel.</p> <p>Use excellent verbal and written communication skills to explain design specifications and safety requirements to clients and colleagues</p> <p>Use excellent verbal and written communication skills to ensure clear and defined understanding of staff requirements</p> <p>Use clear, positive communication to ensure the expectations of direct reports are understood and achieved.</p>
<p>Skills and Knowledge</p>	
<p>Essential Skills and Knowledge:</p>	<p>Knowledge of and skills to manage workflow process and prioritisation.</p> <p>Fully conversant with Machining and fabrication techniques relevant to their particular trade.</p> <p>Capable and proven design and drafting experience in a Jobbing / R & D environment. Proven capability to design and detail components using 3D computer modelling techniques.</p> <p>Conversant with the fabrication, machining and forming of Steels, Alloys, Plastics and composite materials.</p> <p>Sound knowledge and expertise in the operation of various engineering equipment such as horizontal and vertical saw types, threading machines, manual lathes and mills, plate rollers, and bending equipment.</p> <p>Ability supervise and direct, provide cooperative assistance to team members, and work effectively in machine shop and field environments.</p> <p>Knowledge of and a high level of commitment to the practices and principles of Occupational Health and Safety.</p> <p>Computer literate in Windows /Office products.</p> <p>Ability to approach all tasks and activities from a risk management prospective.</p> <p>Well-developed interpersonal and communication skills including the capabilities to effectively consult, collaborate and liase with other team members on science/technical and non-science/technical issues for the purpose of achieving team objectives and maintaining a positive team environment.</p>
<p>Desirable Skills and Knowledge:</p>	<p>Welding capability utilising GMAW, GTAW and MMAW.</p> <p>Experience in plastics forming and moulding.</p> <p>Understanding of the complexities and harshness of the tropical marine environment and its impact on component design and longevity.</p>

POSITION DESCRIPTION - CONTINUED

	Demonstrated ability to operate independently in the field, especially the safe modification and operation of equipment.
Qualifications and Experience	
Essential Qualifications and Experience:	<p>Demonstrated experience in a leadership position, in an engineering workshop environment.</p> <p>Trade Qualifications as a Fitter/Machinist or relevant discipline with certification and demonstrated experience.</p> <p>Demonstrated NC programming experience coupled with NC lathe and NC Mill proficiency.</p> <p>Tertiary qualifications and/or 3 years relevant experience in a design / prototyping multidisciplinary workshop environment.</p> <p>Documented experience in machining and fabricating a range of products of an engineering nature utilising ferrous, non-ferrous and plastic materials, with proficiency in comprehending engineering plans.</p> <p>Experience with plastic, urethane and moulding techniques.</p> <p>Basic Electronics / Electrical experience.</p> <p>Experience in component and equipment design and manufacture.</p>
Desirable Qualifications and Experience:	<p>Experience with autonomous or semiautonomous platforms (e.g. autonomous underwater vehicles or unmanned aerial vehicles), oceanographic measurement and observation systems</p> <p>Demonstrated experience in Project Management supported by formal training or qualifications.</p>
Technology and Equipment	
Technology & Equipment Used:	<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> <p>NC Machines</p> <p>Standard Conventional Machine shop equipment</p> <p>Plastic forming, gluing and moulding equipment</p> <p>AutoDesk Inventor Suite of Products</p> <p>Hypermill design / machine program</p> <p>Microsoft Project Planning Software</p> <p>Microsoft Office suite of Applications</p>
Special Requirements	
Other Special Requirements	<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 <u>Department of Home Affairs</u> 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. 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

