



Australian Government



AUSTRALIAN INSTITUTE
OF MARINE SCIENCE

GOVERNMENT RELATIONS OFFICER

GOVERNMENT RELATIONS 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.

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:

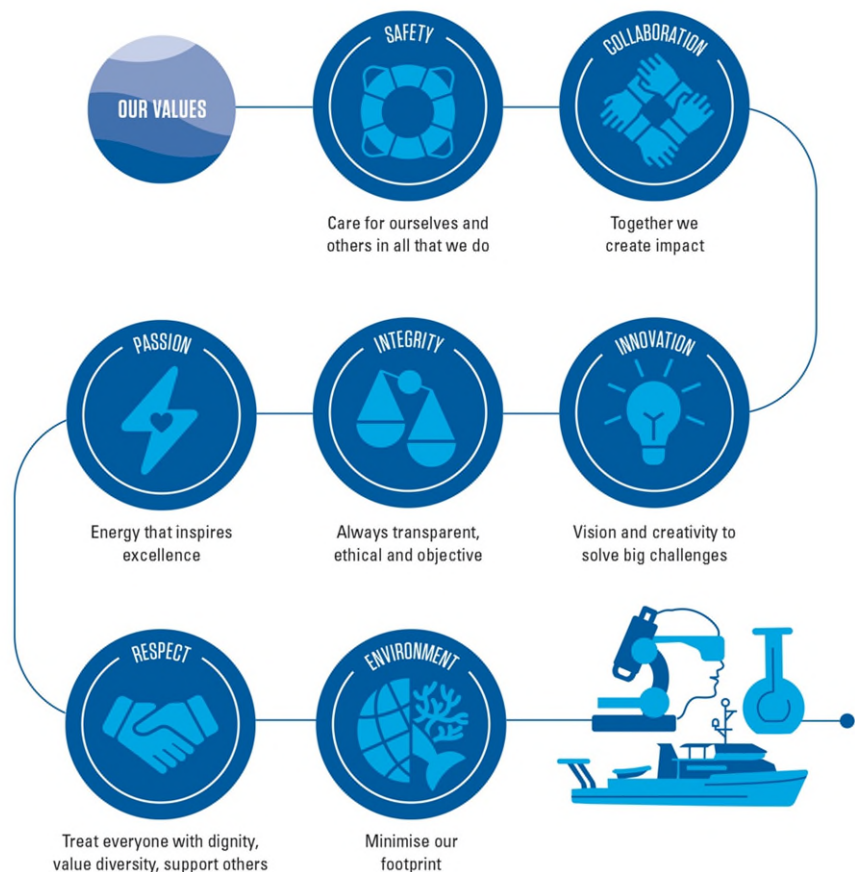
- Improve the health and resilience of marine and coastal ecosystems across northern Australia.
- Create economic, social and environmental net benefits for marine industries and coastal communities.
- Protect coral reefs and other tropical marine environments from the effects of climate change.

Our research is focused on the priorities of Traditional Owners and our stakeholders, including Commonwealth, state and territory governments, and industry. 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 2030](#) targets.

THE WAY WE WORK



ABOUT OUR GOVERNMENT RELATIONS TEAM

AIMS' Government Relations team is based in Canberra to provide high-level representation for AIMS, and to manage direct engagement between AIMS and the Australian Government – Ministers, Parliament, and government departments and agencies. This enables the effective participation of AIMS in Australian Government policy and program discussions, facilitates the provision of timely and accurate information to key government decision makers, and ensures the AIMS Leadership Team is fully informed of policy developments and emerging opportunities arising from evolving government priorities.

Members of the team act as AIMS' representative in high-level government meetings with senior department executives, at interdepartmental policy/program meetings, and with advisors in Minister's offices, and inform and advise AIMS Leadership Team with updates and reports on government matters.

Key activities of the team include:

- Creating and nurturing an environment in which there is a high level of collaboration between the Government Relations team and the AIMS Leadership Team, with individual AIMS Leadership Team members and their research/project teams, with Ministers offices, and with policy and program teams in government departments and agencies of relevance to AIMS including:
 - The Department of Climate Change, Energy, the Environment and Water (DCCEEW)
 - The Great Barrier Reef Marine Park Authority (GBRMPA)
 - The Department of Industry, Science and Resources (DISR)
 - The Commonwealth Scientific and Industrial Research Organisation (CSIRO)
 - The National Indigenous Australians Agency (NIAA)
- Evaluating, interpreting, and integrating complex information arising from multiple sources, drawing logical conclusions, and providing options to AIMS leaders.
- Use influencing strategies to assemble strategic coalitions, building behind the scenes support, and tactically acquiring and using information to gain support from Canberra decision makers for AIMS.
- Representing AIMS at stakeholder discussions within government.
- Preparing informed and timely briefs to Ministers, and leading AIMS submissions to government.
- Assisting the Chief Executive Officer to identify and engage in significant meetings with Canberra stakeholders.



ABOUT OUR GOVERNMENT RELATIONS OFFICER POSITION

About this opportunity

The Government Relations Officer role is the perfect opportunity if you have an interest in politics and are aspiring to work directly with parliamentarians. As a Government Relations Officer you will have direct engagement with and provide support to AIMS' senior leadership and Council through the delivery of professional advice and management and development of effective relationships with the Australian Government. You will manage government and departmental information requests, provide intelligence reports and updates for the AIMS Leadership Team, promote AIMS' engagement projects through planning and delivery of events, and undertake processing for AIMS corporate reporting.

Helping to build and manage AIMS' profile in Canberra, you will support AIMS' participation in Senate Estimates, Parliamentary Inquiries, and policy/program reviews, and assist in the preparation of briefs, correspondence and advice for various Ministers, advisors, and government departments and agencies. This will also include assisting in the preparation of documentation to support AIMS' participation in senior forums.

About you

Underpinning your suitability for this position will be your interest in the political landscape, coupled with your experience and understanding of stakeholder engagement, government liaison, policy and responsibilities of Australian Public Service organisations. You will use your adaptability and flexibility to foster innovative and collaborative relationships with AIMS' Leadership Team, Government Ministers, Departments, and Agencies.

You will have exceptional demonstrated experience in written, verbal and interpersonal communications along with the proven ability to deliver presentations with confidence to inform and influence high-level decision makers. Your proficiency and experience in sourcing, reviewing, and analysing information to develop targeted briefs, reports, and advice for a broad range of stakeholders will support your success in this position.

It is a requirement of this position that you currently hold, or have the ability to obtain, an Australian Government security clearance at or above the Baseline level.

If, after reviewing the position description (refer pages 8 - 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 4 salary (\$90,321 to \$102,784 per annum) plus 15.4% superannuation
- Full-time, Permanent opportunity
- Located in Canberra, ACT
- 9-day fortnight
- Flexible Work Arrangements considered (including tele-working where possible)
- Generous leave provisions
- Relocation assistance available

HOW TO APPLY

Your application submission for this opportunity should include the following documentation:

- Current Resume (including the contact details for two current referees);
- Document addressing the Key Selection Criteria (refer to page 7) within the scope of the position description (refer to page 8-10); 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.

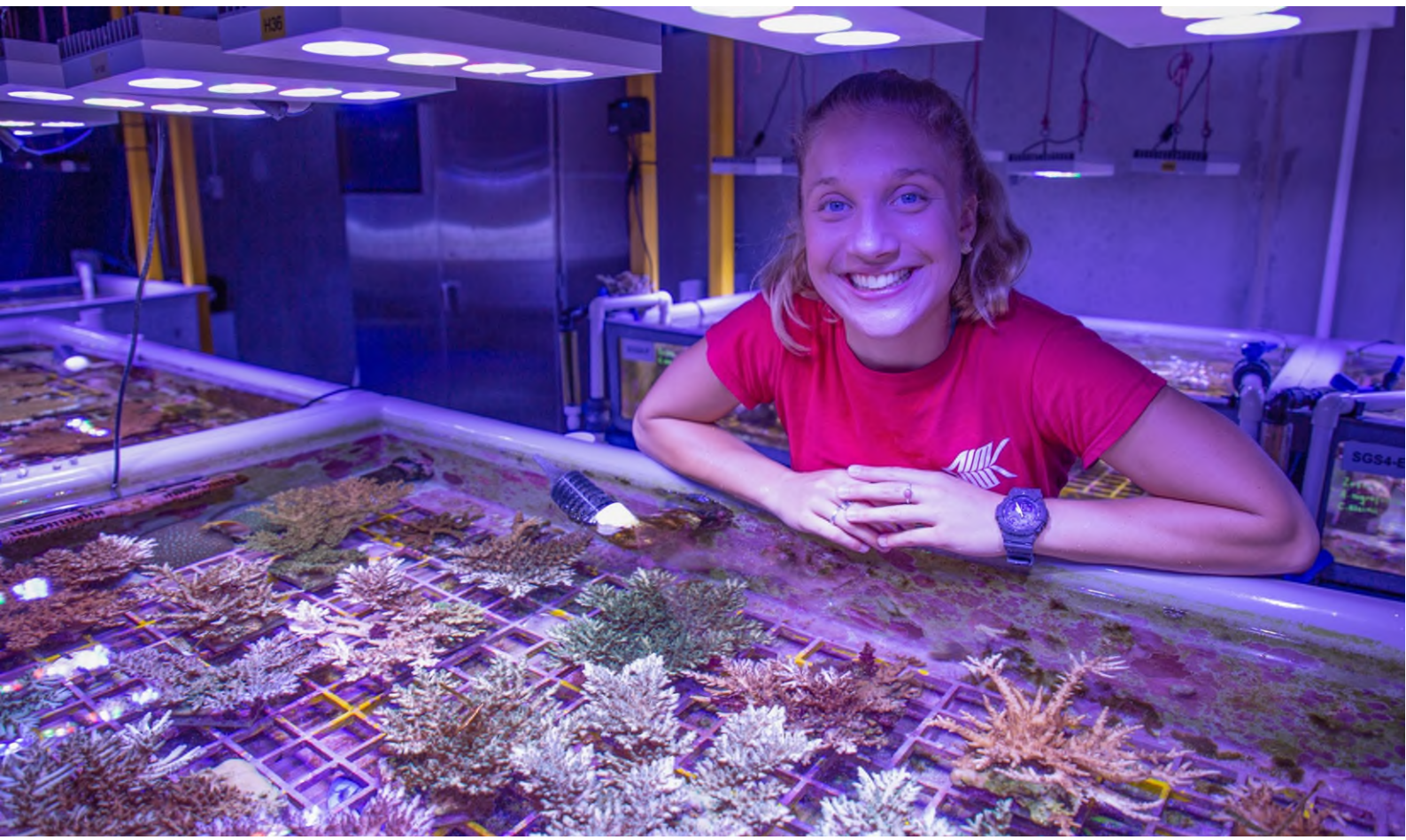
How to apply: Please submit your application via our [website](https://aims.gov.au) (aims.gov.au).

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

Recruitment contact: Position enquiries can be directed to Chris Payne, Government Relations Manager at c.payne@aims.gov.au. *Applications must be made through our website per above.*

Closing date: WEDNESDAY, 28 FEBRUARY 2024 (midnight, AEST).

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 8-11).

Essential

- A well-informed understanding of stakeholder engagement, government liaison and policy, and the responsibilities of Australian Public Service organisations.
- Ability to work independently and apply problem-solving skills to flexibly meet client needs, often within tight timeframes.
- Exceptional written, verbal, and interpersonal communication skills.
- Proven ability to maintain a flexible approach to all activities and readily adapt to changing circumstances and new responsibilities (which may include activities outside own preferences) in the interests of achieving team objectives.
- Demonstrated experience in delivering presentations with confidence to inform and/or influence high-level decision makers.
- Currently hold, or have the ability to obtain, an Australian Government security clearance at or above the Baseline level.

Desirable

- Broad experience within the Australian Public Service at various levels.
- Demonstrated understanding of the operations of a research organisation, university, or related business.



POSITION DESCRIPTION: GOVERNMENT RELATIONS OFFICER

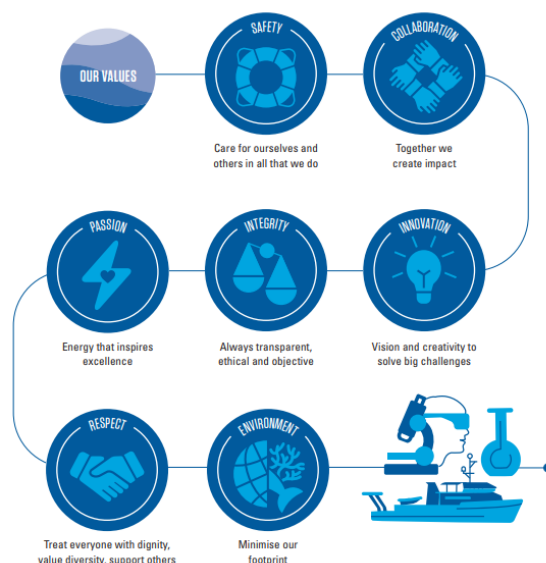
Position Description			
Position Title:	Government Relations Officer		
Position Number:	21330		
Organisational Unit Name & Number:	Government Relations (6201)	Program:	Government Relations (Program 9)
Salary cost centre:	6201		
Primary Location:	Canberra		
Agreement:	AIMS Enterprise Agreement 2020 – 2023 (and any subsequent agreement)		
Position Classification:	AOF Level 4	FTE Status:	Full-time (1.0 FTE)
First Level Supervisor:	Government Relations Manager (21178)		
Positions under Direct Supervision:	Nil		
Functional Area:	Administrative Services		

AIMS Strategy 2030

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.

The Way We Work



Position Summary:	<p>The Government Relations Officer delivers professional advice and services to the Chief Executive Officer and AIMS Leadership Team (ALT) members in relation to:</p> <ul style="list-style-type: none"> the operation of the Australian Government; the interaction between government and the public service; the relationships between government departments; and accessing Australian government funding opportunities for AIMS.
Position Responsibilities:	<ul style="list-style-type: none"> Manage AIMS input to requests from government departments and agencies for information, advice, and participation in cross-government activities. Manage working groups to progress AIMS 'government-facing' engagement projects, such as project planning for events including parliamentary breakfast and webinars, establishing and managing event delivery teams, and evaluating success. Manage a regular Canberra intelligence report to the AIMS Leadership Team, by seeking out and analysing current and emerging government communications, policies and programs for AIMS engagement opportunities.

POSITION DESCRIPTION - CONTINUED

	<ul style="list-style-type: none"> • Manage government processes for AIMS corporate reports, by participating in the AIMS corporate planning team, managing AIMS input to departmental reviews, and lodging documents with government. • Support AIMS participation in senate estimates, including drafting briefing packs, assisting with running trial appearances for AIMS attendees, and managing responses to questions on notice. • Support AIMS participation in parliamentary inquiries and government policy/program reviews. • Assist with the preparation of briefs, correspondence and advice for Ministers, advisors, and government departments/agencies. • Assist with drafting meeting briefs and related government-facing documents that support ALT participation in senior forums, such as the National Marine Science Committee. • Comply with AIMS' Code of Conduct ensuring the standards of conduct required of an AIMS staff member are upheld. • Be an active and contributing employee dedicated to upholding and promoting AIMS' Strategy 2030 and acting accordance with our Values. 												
Key Responsibilities and Performance Standards													
Work Health and Safety (For All Staff)	<ul style="list-style-type: none"> • Comply with AIMS' WHS policies and procedures to ensure a safe workplace. • Identify workplace hazards and take corrective action with your supervisor's guidance. • Take reasonable care to ensure your own safety and health at work. • Avoid adversely affecting the safety and physical or psychological health of any other person. • Identify and report health and safety hazards, incidents, injuries or property damage at the workplace. • Comply with health and safety instructions as indicated. • Ensure correct Personal Protective Equipment (PPE) is used for the task or activity as applicable. Take care to follow signage and direction as indicated. • Complete WHS Inductions as directed. • Strong commitment to and sound knowledge of principles and practices of Work Health and Safety and Workplace Diversity and Inclusion. • Ensure early reporting of physical or psychological factors that may impact on the completion of your daily position responsibilities so that reasonable adjustments may be considered. • Comply with Visitor Registration procedures and ensure visitors that you sponsor complete the relevant WHS inductions prior to attendance at the applicable AIMS site. 												
Work Health & Safety – Minimum Functional Requirements	<p>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 mobilising</td><td>5%</td></tr> <tr> <td>% role sitting</td><td>90%</td></tr> <tr> <td>% role standing/static positions</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> <p><i>AIMS is an inclusive employer and will assess if modifications to the above work requirements can be made if provided with Reasonable Adjustment criteria from your Treating Doctor or other suitably qualified medical professional. Please consider the inherent physical requirements of the Position when making your request for Reasonable Adjustment.</i></p> <ul style="list-style-type: none"> • 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. 	Maximum lift expected (5kg, 10kg, 25 kg)	10kg	% role mobilising	5%	% role sitting	90%	% role standing/static positions	5%	% role diving	0%	Work in offshore or remote locations for extended periods of time	No
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Work in offshore or remote locations for extended periods of time	No												
Intellectual Assets:	<ul style="list-style-type: none"> • Ensure compliance with AIMS' Intellectual Property policies, procedures and guidelines to ensure AIMS' intellectual assets are appropriately protected and managed. 												

POSITION DESCRIPTION - CONTINUED

Financial responsibilities and accountabilities and delegations:	<ul style="list-style-type: none"> Delegations are in line with Financial and Contract Delegation Policy, which includes authorisation levels for Financial, Enterprise Agreement (supervisory), HS&E and General Administrative activities. Contribute to positional budget requirements. Manage AIMS funds and resources in a responsible manner and within delegation. Comply with AIMS' Fraud Prevention Plan 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.
Working as a team:	<ul style="list-style-type: none"> To work constructively as a member of a multi-disciplinary team that values diversity while ensuring the achievement of AIMS' goals and objectives. Well-developed interpersonal and communication skills including the capabilities to effectively consult, collaborate and liaise 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.
External Customer, Partner, Collaborator and Stakeholder Requirements:	<ul style="list-style-type: none"> Nurture existing relationships and initiate new ones in consultation with the CEO and other ALT members. Manage stakeholder engagement in a way that supports a highly effective, well connected, respected, and trusted AIMS office in Canberra.
Innovation, problem solving and continuous improvement responsibilities:	<ul style="list-style-type: none"> Assist in the improvement of the day-to-day operations, systems and processes associated with AIMS. Support team members to review and analyse processes to identify improvements and celebrate efforts towards continuous improvement. Approach all tasks and activities from a risk management prospective.
Performance management and planning responsibilities:	<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.
Communication responsibilities:	<ul style="list-style-type: none"> Comply with AIMS' Social Media policy. Ensure use of private Social Media accounts and other e-communication platforms are in compliance with AIMS policies and procedures, as amended from time to time. Refer to Corporate Style Guide for the production of documents, procedures, presentations and other communication material.
Technology and Equipment:	<p>Utilise AIMS Technology and Equipment as required and directed such as:</p> <ul style="list-style-type: none"> Networked personal computer and general office equipment. EDMS – TechOne ECM, Procurement, People & Culture, Finance modules Microsoft Project, Microsoft 365 applications
Selection Criteria	
Qualifications, Skills and Experience	
Essential Qualifications and Experience:	<ul style="list-style-type: none"> A well-informed understanding of stakeholder engagement, government liaison and policy, and the responsibilities of Australian Public Service organisations. Ability to work independently and apply problem-solving skills to flexibly meet client needs, often within tight timeframes. Exceptional written, verbal, and interpersonal communication skills. Proven ability to maintain a flexible approach to all activities and readily adapt to changing circumstances and new responsibilities (which may include activities outside own preferences) in the interests of achieving team objectives. Demonstrated experience in delivering presentations with confidence to inform and/or influence high-level decision makers. Currently hold, or have the ability to obtain, an Australian Government security clearance at or above the Baseline level.
Desirable Qualifications and Experience:	<ul style="list-style-type: none"> Broad experience within the Australian Public Service at various levels. Demonstrated understanding of the operations of a research organisation, university, or related business.

ABOUT OUR LOCATIONS

Canberra boasts an incredibly diverse region from beaches to ski fields, with all four seasons flourishing for those living there. Located close to Sydney for day trips, and with an average commute of approximately 25 minutes and access to public transport, cycling tracks, and a light rail system, getting around is made easier.

Canberra has a diverse economic base, with various sectors working closely together in research, business, science, education, government, and various other industries to over 450,000 residents. Canberra is strengthened by its inclusivity, innovation and resilience delivering strong and diverse employment opportunities.

Canberra is a centre delivering access to exciting entertainment through an array of cultural festivals, wineries, restaurants, and exhibitions. Canberra also offers excellent recreational activities including access to National Parks, nature walks, skiing trips, and sporting events, and world-class educational and medical facilities.

Our Canberra office is located at the John Gorton Building in Parkes.

For further information visit www.canberra.com.au

