



Australian Government



AUSTRALIAN INSTITUTE
OF MARINE SCIENCE

MARINE ASSET COORDINATOR

ENGINEERING AND FIELD OPERATIONS
TEAM

CANDIDATE INFORMATION PACK



CONTENTS

About AIMS	3
About our team	4
About the position	5
How to apply	6
Key Selection Criteria	7
Position Description	8
About Townsville	11



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:

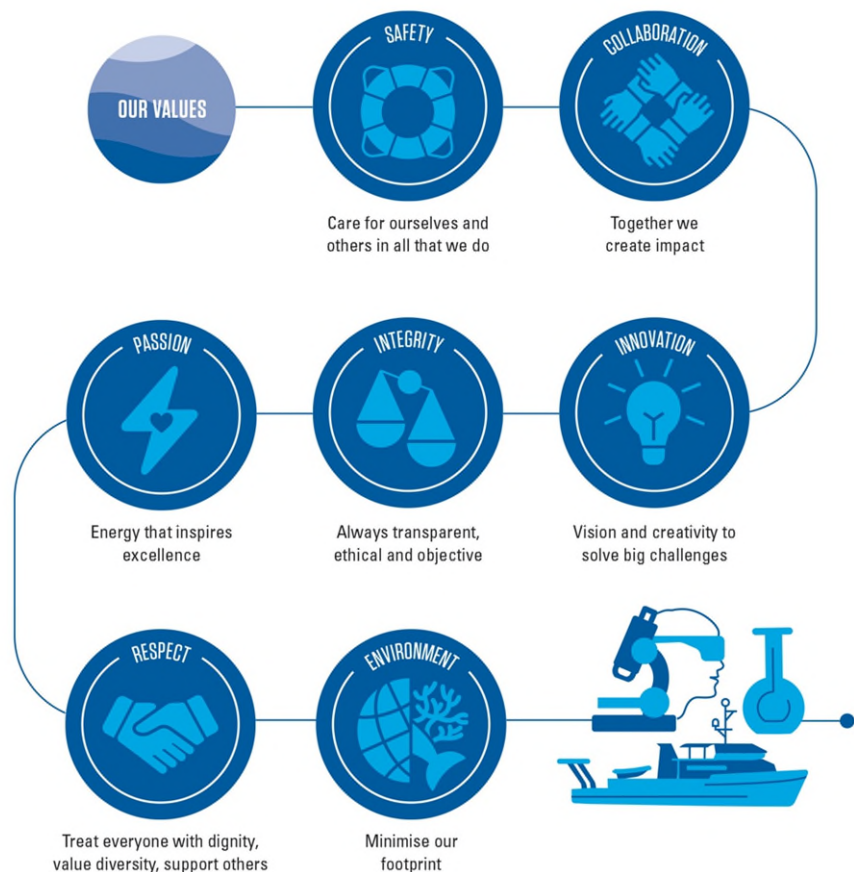
- Improve the health and resilience of marine and coastal ecosystems across northern Australia.
- Create economic, social, and environmental net benefits for marine industries and coastal communities.
- Protect coral reefs and other tropical marine environments from the effects of climate change.

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 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 specialised technology and equipment in collaboration with scientific and support staff. The section specialises in the integration of electronic and mechanical systems to produce outstanding specialised equipment for operation in the marine environment. The unique combination of in-house electronic, mechanical and fabrication workshop facilities and complementary skills and expertise deliver outputs and products difficult to achieve in the commercial environment. Specialisations include underwater housings, low power operation, telemetry and remotely operated systems, subsea systems, sensors, and instruments, remote weather stations, data acquisition and system control.
- 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. AIMS conducts a diverse range of field activities, nationally and internationally, from land and 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 Vessel Fleet Management and Dive Operations. We provide oversight of all aspects of the operational delivery of field activities, 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.
- The Transport sections is responsible for Fleet Management across the Institute's vehicle fleet, including the Townsville commuter fleet and broader utility vehicle and light truck fleet across all our sites.



ABOUT OUR MARINE ASSET COORDINATOR POSITION

About this opportunity

Due to the continued growth of AIMS research projects we are expecting to grow the AIMS Research Vessels fleet and are seeking a technical leader to provide oversight to ensure the safe and reliable operation and maintenance of technical and mechanical systems onboard our research vessels and other marine assets. Supervising a small team of technical experts, you will oversee the deployment, operation and maintenance of scientific equipment and instruments used for research and have a critical role in ensuring all safety and legal standards are met. Key responsibilities will also include:

- Conducting assessments of developed products and designs for environment suitability, maintainability, safety and functional compliance,
- Overseeing the daily operation and maintenance of AIMS vessels and marine assets, including installed equipment and instruments,
- Reviewing, monitoring, guiding and reporting on the implementation of maintenance and reliability strategies for marine assets,
- Working in collaboration with engineering team members for technical support and guidance, applying your knowledge of engineering principles and technical skills,
- Taking a lead role in ensuring compliance with relevant regulations, standards, and procedures, managing investigations for incidents relating to marine assets.

About you

You will be experienced in the management of maritime, mechanical and electrical systems or have experience in mechanical, industrial or marine electronics fields.. Your trade or tertiary qualification (degree or certificate) in marine, electrical or mechanical engineering, electronics or other engineering discipline and experience will support your excellent technical, diagnostic and troubleshooting skills. You will have proven experience in planning, scheduling, and executing maintenance and operational activities in your previous roles.

You'll have demonstrated in your previous roles a continuous improvement focus around safety awareness and safe practices. And your able to build rapport and engage in a way that encourages a commitment to quality when providing direction and assistance to team members and colleagues. You're a team player, who is also able to work autonomously using your initiative and demonstrated problem solving skills. Strong leadership skills and experience or training with Root Cause Analysis / 5 Why would be highly desirable.

NB: *Non-Australian Citizens must hold an appropriate Visa with working entitlements that allows paid employment with AIMS from commencement and 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 for two current referees);
- Document addressing the Key Selection Criteria (refer to page 7) within the scope of the position description (refer to page 8-11); 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](#).

Closing date: THURSDAY, 02/MAY/2024 (midnight, AEST).

Recruitment contact: Position enquiries can be directed to Justin Rees, Operations Manager at j.rees@aims.gov.au. *Applications must be made through our website per above.*

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


- Demonstrated ability in the management of maritime / mechanical / electrical systems or equivalent mechanical, industrial or marine electronics experience.
- Hold trade or tertiary qualification (degree or certificate) in marine engineering, electronics, electrical engineering or mechanical engineering. Other engineering disciplines considered.
- Team orientated with a flexible, analytical approach, a commitment to quality and ability to provide direction and cooperative assistance to team members and colleagues.
- Experience with planning, scheduling, and execution of maintenance and operational activities.
- Current C Class Open Drivers Licence (or equivalent) or the willingness to obtain.

Desirable

- Root Cause Analysis / 5 Why Training or Experience.
- Experience in leading and managing teams in an office and field environment.
- Experience with reliability or maintenance management systems.



POSITION DESCRIPTION: MARINE ASSET COORDINATOR

Position Description			
Position Title:	Marine Asset Coordinator		
Position Number:	21739		
Organisational Unit Name and Number:	Engineering and Field Operations (5401)	Program:	Operations and Infrastructure (Program 7)
Salary cost centre:	5401		
Primary Location:	Townsville		
Agreement:	AIMS Enterprise Agreement 2020 – 2023 (and any subsequent agreement)		
Position Classification:	AOF Level 5	FTE Status:	Full-time (1.0 FTE)
First Level Supervisor:	Operations Manager (21736)		
Positions under Direct Supervision:	Up to 4		
Functional Area:	Technical Services		
<div><div>AIMS Strategy 2030</div><div>Our Mission</div><p>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.</p><div>The Way We Work</div><div><div><div>OUR VALUES</div><div><div>SAFETY</div><div>Care for ourselves and others in all that we do</div></div><div><div>COLLABORATION</div><div>Together we create impact</div></div></div><div><div><div>PASSION</div><div>Energy that inspires excellence</div></div><div><div>INTEGRITY</div><div>Always transparent, ethical and objective</div></div><div><div>INNOVATION</div><div>Vision and creativity to solve big challenges</div></div></div><div><div><div>RESPECT</div><div>Treat everyone with dignity, value diversity, support others</div></div><div><div>ENVIRONMENT</div><div>Minimise our footprint</div></div><div></div></div></div></div>			
Position Summary:	<p>The Marine Asset Coordinator will oversee the safety, maintenance, budgeting, and reliability strategies of AIMS research vessels and other marine assets to ensure safe and reliable operations.</p> <p>They will lead the application of technical and operational expertise to plan, develop and manage the technical and mechanical systems onboard the AIMS Research Vessels.</p> <p>The role will also support the engineering and workshop teams in the development and application of Asset Strategies to ensure the longevity of equipment and marine assets.</p> <p>This position will conduct assessments of developed products and designs for environment suitability, maintainability, safety, and functional compliance.</p>		
Position Responsibilities:	<ul style="list-style-type: none">Review, monitor, guide, and report on the implementation of maintenance and reliability strategies for marine assets.		

POSITION DESCRIPTION - CONTINUED

	<ul style="list-style-type: none"> • Collaborate with engineering team members for technical support and guidance on equipment maintenance strategies and incident investigations. • Actively oversee the activities of, and lead the deployment, operation and maintenance of scientific equipment and instruments, ensuring all safety and legal standards are met. • Provide daily technical oversight of the operation and maintenance of AIMS vessels and marine assets, including installed equipment and instruments, ensuring all safety and legal standards are met. • Lead staff and manage resources to ensure efficient service delivery. • Apply sound engineering principles and technical skills to achieve the Institute's scientific goals. • Participate in the development and design of equipment to meet set timelines and required standards and ensure longevity of the asset. • Participate and lead incident investigations related to marine assets. • 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 in 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 and Safety (for Supervisors/Managers/Leadership Team)	<ul style="list-style-type: none"> • Raise WHS awareness throughout AIMS Programs. • Facilitate continuous improvement and cultural beliefs around safety. • Actively promote and disseminate WHS information. • Provide and maintain workplaces, plant, and systems of work such that, so far as is practicable, employees are not exposed to physical or psychological hazards. • Provide information, instruction, training and supervision of employees as is necessary to enable them to perform their work in such a manner that they are not exposed, and do not expose others to physical or psychological hazards. • Implement components of WHS management systems. • Implement hazard identification, risk assessment and control. • Implement incident investigation, reporting and record keeping. 						
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>25kg</td></tr> <tr> <td>% role mobilising</td><td>25%</td></tr> <tr> <td>% role sitting</td><td>35%</td></tr> </table>	Maximum lift expected (5kg, 10kg, 25 kg)	25kg	% role mobilising	25%	% role sitting	35%
Maximum lift expected (5kg, 10kg, 25 kg)	25kg						
% role mobilising	25%						
% role sitting	35%						

POSITION DESCRIPTION - CONTINUED

	% role standing/static positions	35%
	% role diving	5%
	Work in offshore or remote locations for extended periods of time	Yes
	<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"> • Ability to Pass Annual AS2299 Dive Medical. • Willingness and ability to participate in fieldwork activities at remote, off-shore locations, for extended periods of time. • It is a requirement of this role that you are and remain fully vaccinated against COVID-19. Please note the sighting of proof of vaccination will be required as a pre commencement requirement. 	
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. 	
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"> • 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. • To work as a member of a multi-disciplinary team that values diversity while ensuring the achievement of AIMS' goals and objectives. Participate in the AIMS Leadership and Culture program including having a personal action plan in place. • Provide direction and achievable goal setting for team members and uphold AIMS Values. • Strong communication, collaboration and influencing skills. 	
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. • Develop and maintain productive relationships with external stakeholders as required; Primary focus on Engineering, Vessel Operators, Tech partners/clients and Contractors. 	
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. • Ensure timely and accurate completion of annual performance and development evaluation for staff. • Contribute to positional requirements to operational planning. Identify recruitment needs and recommend to supervisor. 	
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 follow AIMS policies and procedures, as amended from time to time. 	

POSITION DESCRIPTION - CONTINUED

	<ul style="list-style-type: none"> • Refer to Corporate Style Guide to produce documents, procedures, presentations and other communication material. • Preparation of asset management procedures, data sheets, maintenance procedures, technical manuals and SOPs.
Technology and Equipment:	<p>Once trained, 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, P&C, Finance modules • Microsoft Project, Microsoft 365 applications • AIMS Fleet Vehicles (including Commuter Car Arrangements)
Selection Criteria	
Qualifications, Skills and Experience	
Essential Qualifications and Experience:	<ul style="list-style-type: none"> • Demonstrated ability in the management of maritime / mechanical / electrical systems or equivalent mechanical, industrial or marine electronics experience. • Hold trade or tertiary qualification (degree or certificate) in marine engineering, electronics, electrical engineering or mechanical engineering. Other engineering disciplines considered. • Team orientated with a flexible, analytical approach, a commitment to quality and ability to provide direction and cooperative assistance to team members and colleagues. • Experience with planning, scheduling, and execution of maintenance and operational activities. • Current C Class Open Drivers Licence (or equivalent) or the willingness to obtain.
Desirable Qualifications and Experience:	<ul style="list-style-type: none"> • Root Cause Analysis / 5 Why Training or Experience. • Experience in leading and managing teams in an office and field environment. • Experience with reliability or maintenance management systems.



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

