



Australian Government



AUSTRALIAN INSTITUTE
OF MARINE SCIENCE

SOLUTIONS CONSULTANT

DIGITAL ARCHITECTURE 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:

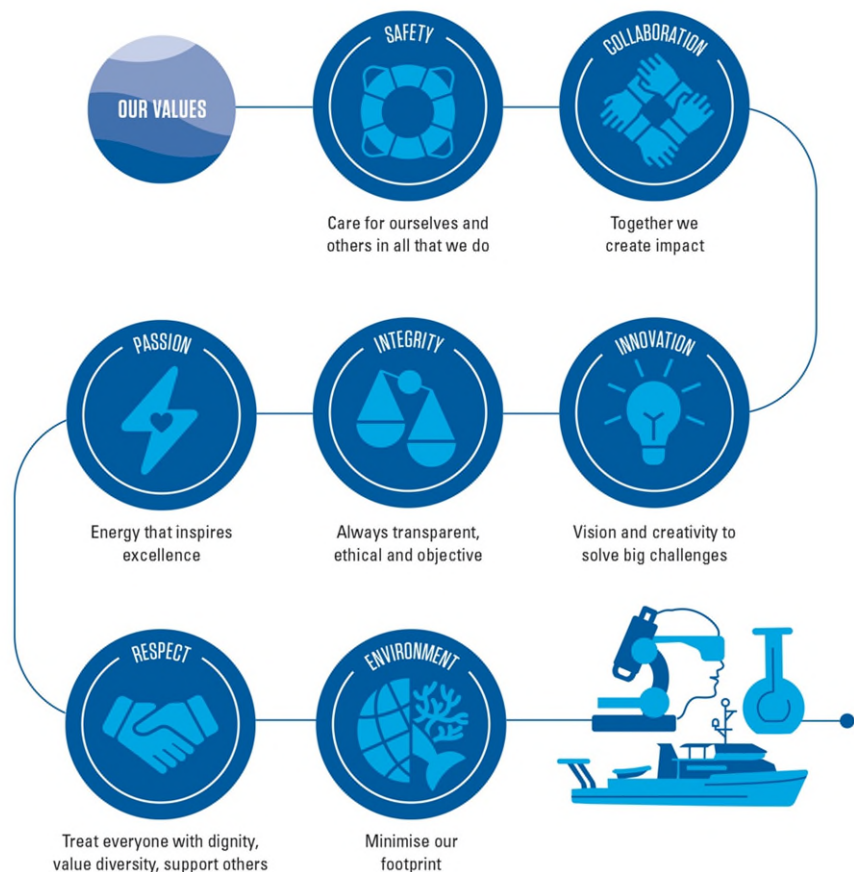
- Improve the health and resilience of marine and coastal ecosystems across northern Australia.
- Create economic, social and environmental net benefits for marine industries and coastal communities.
- Protect coral reefs and other tropical marine environments from the effects of climate change.

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 DATA SCIENCE AND RESEARCH SERVICES PROGRAM'S DIGITAL ARCHITECTURE TEAM

Architecture is a cornerstone of AIMS' digital transformation. The digital architecture group is dedicated to advancing the digital experience across our science activities and outputs to enable better outcomes and deliver even greater impact for our end-users, stakeholders, and partners. Our architecture is focused on developing robust and innovative platforms, policies, solutions, and frameworks to support a range of disciplines within AIMS.

The group is responsible for architectures of the digital solutions that empower our marine research and create seamless and user-centric experiences and play a pivotal role in establish digital trust through innovative security and compliance measures.

Digital Architecture is a dynamic and innovative group of enterprise, solution, and domain architects that work closely with all Programs and research teams at AIMS. We emphasize a collaborative and agile approach to enable innovation and digital excellence. It's an environment where we embrace technological advancement and prioritise partnership to ensure digital solutions are transformational. The team contributes to projects and initiatives across our Research Programs, Technology Development, and Research and Corporate Services.



ABOUT OUR SOLUTIONS CONSULTANT POSITION

About this opportunity

Joining our Digital Architecture group, as a Solutions Consultant you will be responsible for fast tracking AIMS digital transformation migrating legacy applications and business processes to a modern architecture. Using your subject matter expertise you will contribute to migration of legacy business processes and the wider corporate systems refresh. As a member of a diverse digital architecture team who are working to advance the digital experience across our science activities, you will be supporting, configuring and developing applications and solutions on Microsoft 365 Platform, including SharePoint, Power Platform, MS Teams, Dynamics and other associated Apps. Your role will be key in helping AIMS in reducing the bridge between different functional areas and improve operational efficiency and user experience contributing to goals aligned with AIMS Digital plan and organisational strategy.

About you

We are seeking a Solutions Consultant expert to join our team and bring with them strong demonstrated experience designing and developing solutions the Microsoft stack, including the Power Platform, Teams, SharePoint, Project Online/Server, Office 365 and familiarity with project management tools.

You will be familiar with administering and working with Azure, with a clear ability to design database applications and integrations leveraging SQL Server and Azure.

You will have expertise within a cross-functional agile team, managing time and resources to complete tasks autonomously to meet project deliverables.

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. AIMS may be able to consider sponsorship for international applicants for this role, however, please note that visa processing times can impact the ability for AIMS to consider sponsorship for vacancies. AIMS must meet the requirements of the Department of Home Affairs immigration policies and processes, including the necessity to test the local labour market for suitable applicants. This includes international talent pool members who are Australian visa holders who have relevant working rights.

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 (\$117,806 to \$129,148 per annum) plus 15.4% superannuation
- Full-time, Permanent opportunity
- Located in Townsville, Queensland. Commuter car arrangements to site available
- 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](#).

Recruitment contact: Position enquiries can be directed to David Crossman, Manager Digital Architecture Enterprise Architect at d.crossman@aims.gov.au. *Applications must be made through our website per above.*

Closing date: MONDAY, 12 AUGUST 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

- Either a degree in Information Technology or Engineering degree (or higher qualification) with relevant experience, or substantial experience in performing comparable tasks in a similar role.
- Demonstrated experience designing and developing solutions the Microsoft stack, including the Power Platform, Teams, SharePoint, Project Online/Server, Office 365 and familiarity with project management tools.
- Familiarity with administering and working with Azure, with a clear ability to design database applications and integrations leveraging SQL Server and Azure
- Exceptional communication skills, including engaging with internal teams, vendors and partners and effectively communicate technical issues to non-technical people.
- Experience as part of cross-functional agile team, managing time and resources to complete tasks autonomously to meet project deliverables.

Desirable

- Certification as a Microsoft Solution Architect.
- Demonstrable experience at configuring, administering, and developing in SharePoint, Power Apps, Power Automate, Power BI and Dynamics.
- Ability to extract transform and load data from disparate sources.



POSITION DESCRIPTION: SOLUTIONS CONSULTANT

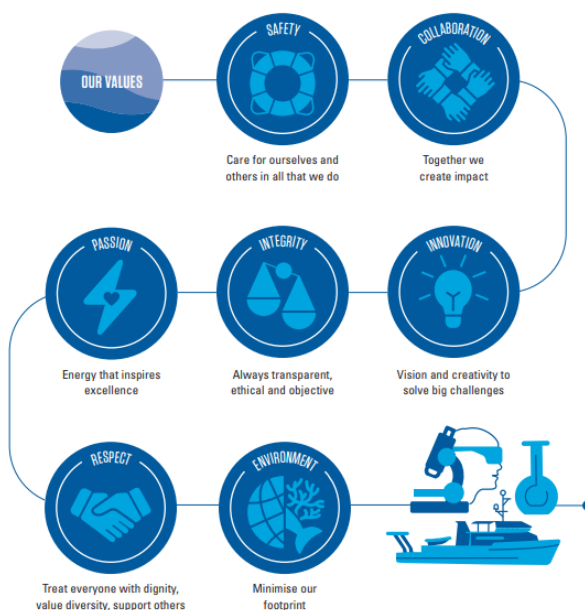
Position Description			
Position Title:	Solutions Consultant		
Position Number:	21863		
Organisational Unit Name and Number:	Digital Architecture 6402	Program:	Data Science and Research Services (Program 4)
Salary cost centre:	6402		
Primary Location:	Townsville		
Agreement:	AIMS Enterprise Agreement 2020 – 2023 (and any subsequent agreement)		
Position Classification:	AOF Level 5	FTE Status:	Full-time (1.0 FTE)
First Level Supervisor:	Manager Digital Architecture / Enterprise Architect 21818		
Positions under Direct Supervision:	Nil		
Functional Area:	Research Projects		

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:

This position is responsible for fast tracking AIMS digital transformation migrating legacy applications and business processes to a modern architecture.

The position will contribute to migration of legacy business processes and the wider corporate systems refresh. The role is responsible for supporting, configuring and developing applications and solutions on Microsoft 365 Platform, including SharePoint, Power Platform, MS Teams, Dynamics and other associated Apps.

As a member of the Digital Architecture team, you will work across AIMS digital portfolio reducing the bridge between different functional areas and improve operational efficiency and user experience contributing to goals aligned with AIMS Digital plan and organisational strategy.

POSITION DESCRIPTION - CONTINUED

Position Responsibilities:	<ul style="list-style-type: none"> • Manage and improve existing applications deployed on the Power Platform. • Provide technical implementation, development and technical support of on-premise applications to identify opportunities to reduce, consolidate and improve service offerings to improve efficiency and compliance of AIMS digital space. • Define and document solutions and architectural templates for re-use. • Configure and Develop applications and solutions on Microsoft 365, including SharePoint, Power Platform, MS Teams, Dynamics and other associated Apps. • Provide Enterprise solutions and applications on the M365 platform including Azure and Purview • Deliver solutions and applications that are secure by design to enhance digital trust. • Collaborate with cross-functional teams to review and refine functional and non-functional solution requirements and translate them into effective solutions. • Engage openly with end-users and other digital teams to broaden and uplift digital capability and enhance end-users experience. • 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 & 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" data-bbox="534 1635 1492 1841"> <tr> <td>Maximum lift expected (5kg, 10kg, 25 kg)</td><td>10kg</td></tr> <tr> <td>% role mobilising</td><td>10%</td></tr> <tr> <td>% role sitting</td><td>70%</td></tr> <tr> <td>% role standing/static positions</td><td>20%</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	10%	% role sitting	70%	% role standing/static positions	20%	% 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												

POSITION DESCRIPTION - CONTINUED

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"> 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 RTL, RPD and other members of AIMS Leadership. Communicate with internal teams, partners and stakeholders in an engaging and professional manner
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. Identify opportunities to increase digital literacy acting as a bridge to other functional teams and users.
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, 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"> Either a degree in Information Technology or Engineering degree (or higher qualification) with relevant experience, or substantial experience in performing comparable tasks in a similar role. Demonstrated experience designing and developing solutions the Microsoft stack, including the Power Platform, Teams, SharePoint, Project Online/Server, Office 365 and familiarity with project management tools. Familiarity with administering and working with Azure, with a clear ability to design database applications and integrations leveraging SQL Server and Azure Exceptional communication skills, including engaging with internal teams, vendors and partners and effectively communicate technical issues to non-technical people. Experience as part of cross-functional agile team, managing time and resources to complete tasks autonomously to meet project deliverables

POSITION DESCRIPTION - CONTINUED

Desirable Qualifications and Experience:

- Certification as a Microsoft Solution Architect.
- Demonstrable experience at configuring, administering, and developing in SharePoint, Power Apps, Power Automate, Power BI and Dynamics.
- Ability to extract transform and load data from disparate sources.



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 and

[Live North Queensland](#)

