



Position title	Assistant Director Compliance Investigations
Position number	PN411
Classification	EL1
Location	Cairns, Townsville, Airlie Beach or Gladstone
Salary	\$117,323 - \$128,590 PA (NB employees ordinarily start on the base salary and then advance to the top pay point over time as per the Enterprise Agreement)
Employment type	Ongoing/Non-ongoing, Full-time
Security level	Baseline
Section	Field Management Operations
Branch	Marine Park Operations
Contact officer	Chris Cochrane, Director – Field Management Operations, 0400 683 701

The Organisation

The Great Barrier Reef is a World Heritage listed tropical marine ecosystem of 3000 individual coral reefs, deep shoals, seagrasses and mangrove systems that support many thousands of marine species. Bigger than Italy, it stretches 2300 kilometres along Australia's Queensland coast. It is the Sea Country home for about 70 Traditional Owner groups whose connections with the Reef go back more than 60,000 years. The Reef inspires awe in two million tourists every year, supports approximately 64,000 jobs and contributes over \$6 billion a year to the Australian tourism economy.

The Great Barrier Reef Marine Park Authority (the Reef Authority) is a Commonwealth non-corporate entity, and a statutory agency established by the Great Barrier Reef Marine Park Act 1975 (Marine Park Act), reporting to the Minister for the Environment and Water. Our objective is the long-term protection, ecologically sustainable use, understanding and enjoyment of the Great Barrier Reef for all Australians and the international community through the care and development of the Marine Park.

The Position

The Assistant Director Compliance Investigations plays an important role in protecting the values and integrity of the Great Barrier Reef World Heritage Area (GBRWHA), through the application of best practice compliance management, to meet legislative obligations.

This position is a part of the Reef Joint Field Management Program (RJFMP) for the GBRWHA to assist in administering and coordinating the cooperative arrangements between the Australian and Queensland Governments. The Australian and Queensland Governments jointly fund and manage the Program.

The position is based within the Reef Authority's Field Management Program, staffed by Great Barrier Reef Marine Park Authority and Queensland Parks and Wildlife Service (QPWS). This area includes an Operations section which delivers a coordinated compliance program and undertakes

key functions, including investigation and field operations. Field activities are delivered across the Great Barrier Reef Marine Park (Commonwealth, including Commonwealth islands), the Great Barrier Reef Coast Marine Park (State) and island National Parks (State), which are part of the World Heritage Area.

Where the role fits

The Marine Park Operations Branch provides in-park management across the Great Barrier Reef World Heritage Area to protect and rehabilitate reefs, islands and species and provide opportunities for people to enjoy the Great Barrier Reef. This includes partnerships with Aboriginal and Torres Strait Islander Traditional Owners who have an inherent responsibility through spiritual connection and cultural authority (lore) to care for Sea Country. The Branch is critical in ensuring people who use the Marine Park respect and comply with laws, permits and cultural authority of Traditional Owners. The Branch delivers a risk-based permissions system and a Reef Joint Field Management Program in partnership with the Queensland Parks and Wildlife Service. Traditional Use of Marine Resources Agreements and Sea Country values mapping are priority programs of the Reef Authority's partnerships with Traditional Owners. The resilience of the reef and islands is enhanced by in park interventions such as the Crown-of-thorns Starfish (COTS) Control Program, the management of pest and weeds on islands and mitigation of impacts from extreme weather events and maritime vessel incidents.

The Field Management Operations Section plays a vital role in protecting the Great Barrier Reef World Heritage Area through the delivery of compliance elements of the Commonwealth and Queensland Reef Joint Field Management Program. The Section delivers a range of compliance functions including planning, communications, electronic monitoring, marine protected area surveillance, assessment and investigations. Compliance in the Great Barrier Reef World Heritage Area is designed to achieve optimal levels of voluntary compliance through a risk-based approach that prioritises resourcing to combat offending of the highest environmental risk. The Section is committed to a process of continuous improvement and innovation for all elements of its business, including safety and technology implementation.

The Person

The suitable candidate will be agile and adaptive in the way they work, open to change and willing to explore innovative ways of working. When you work for us, you understand that leadership exists at all levels and you display this at all times. You work collaboratively to deliver results and display the personal drive and integrity expected of an Australian Public Service (APS) employee.

- ✓ You have knowledge and understanding of contemporary compliance risk and enforcement strategies relevant to marine protected areas.
- ✓ You have knowledge of the application of legislation including native title legislation and provisions relevant to marine parks.
- ✓ You have a proven track record in negotiating successfully with partner agencies, stakeholders, and client groups.
- ✓ You are an effective communicator who recognises the ideas and contributions of others.
- ✓ You have well developed interpersonal, oral and written communication skills, and enjoy working as part of a small cohesive team.
- ✓ You are highly motivated and results driven.

First Nations People are strongly encouraged to apply for this role.

Duties

1. Provide leadership, coordination and supervision to the Reef Authority's team of investigators to prioritise, monitor and manage their caseloads to ensure timely and appropriate compliance recommendations for finalising cases.
2. Oversee high-level investigations of offences against Great Barrier Reef Marine Park legislation, providing quality assurance for Briefs of Evidence for prosecution action, and participate in multi-agency investigations teams as a part of responding to major incidents that occur in the GBRWHA.
3. Participate as a member of the Compliance Operations Group to review and advise on the performance of the investigations function and how this relates to the compliance program meeting its objectives.
4. Provide high-level advice to Senior Managers, Executive Management, legal advisers and prosecutors regarding investigations and prosecutions.
5. Manage the development, implementation, review and continuous improvement of policies, strategies, standards, procedures, guidelines and systems that underpin the investigation and prosecution approach of the Reef Authority and the Field Management Compliance Program.
6. Coordinate and deliver compliance training to all Reef Authority Inspectors on an annual basis.

As an APS employee you may be reassigned to a different set of duties at the same classification level at the discretion of the agency head (CEO), taking account of operational requirements in the agency.

Core Accountabilities

As an employee of the Reef Authority you will have the following core accountabilities where:

1. You will take responsibility to ensure that you are fit for duty, taking reasonable care for your own health and safety and that your acts or omissions do not adversely affect the health and safety of others in the workplace. You will contribute to the effective implementation of the Reef Authority's work health and safety (WHS) Policy and Manual, and comply with the WHS Codes of Practice and legislation;
2. You will uphold the APS Code of Conduct, the APS Values and the APS Employment Principles, comply with relevant legislation, and observe the policies and procedures of the Reef Authority as in force from time to time.
3. You will model and uphold the Reef Authority's behaviours that will deliver our ideal culture:

We are **ONE GBRMPA**

We are an inclusive community of diverse individuals, working collaboratively with trust and respect to achieve the Authority's shared purpose.

We are **PROFESSIONAL**

We are committed, professional public servants who are accountable and transparent, always acting in the best interests of the Authority.

We **DELIVER**

We deliver meaningful and measurable outcomes by setting clear and achievable goals, managing risk effectively & accepting shared responsibility for results.

We **STRIVE** for
EXCELLENCE

We bring our experience, skills and knowledge to everything we do and are committed to professional growth.

Eligibility requirements & qualifications

Applicants **must**:

1. be an Australian citizen at time of applying for position,
2. be able to obtain and maintain a Baseline security clearance, failure to do so will result in termination of employment.
3. be willing to provide identity documents and undergo an identity pre-employment check through a Document Verification Service, if you are deemed to be the successful candidate.

Desirable qualifications or equivalent experience

- Experience in investigation activities within law enforcement, compliance or regulatory agencies.
- Certificate IV in Government Investigations or a Diploma of Government Investigations or equivalent.

Preparing your application

Please ensure you read the instructions carefully, noting failure to address identified requirements may lead to your application being deemed ineligible.

You will be required to prepare a response document ("pitch") in MSWord or PDF format using standard margins and size 11 Arial font.

Please prepare a 'pitch', which does not exceed **two (2)** pages, in relation to the advertised role, outlining:

1. how your experience, abilities, knowledge and personal qualities would enable you to perform the duties and meet the technical and behavioural capabilities of the role.
2. any specific examples or achievements that demonstrate your ability to perform the role.
3. how you meet the eligibility requirements and qualifications for the position.

When you include an example, you should explain;

- ✓ your personal role in the task.
- ✓ the methods you used.
- ✓ any barriers you were able to overcome, and
- ✓ the outcome.

When crafting your response, we encourage you to review '**Cracking the Code**' and the relevant **Australian Public Service Work Level Standards** which can be found on the Australian Public Service Commission website: www.apsc.gov.au.

Your application must include:

1. your 'pitch' (as described above).
2. proof of Australian citizenship.
3. a current curriculum vitae (resume) that includes:
 - ✓ an outline of your career history.
 - ✓ qualifications and/or formal/informal training relevant to the position.
 - ✓ contact details for at least two recent referees, one of whom should be your current supervisor.

Applicants are advised to read further information provided on the [Great Barrier Reef Marine Park Authority Careers website](#).

To apply for this position, please see the vacancy listing on [The Reef Authority's Career Portal](#).

PLEASE NOTE: - The panel may not consider additional information such as a cover letter or content exceeding the page limit.

Position description approved by:

Fiona Macdonald

Director – People Services (acting)

14/11/2025