

Position title	Data Services Manager
Position number	PN885
Classification	APS6
Location	Various locations as follows: Townsville, QLD, Cairns, QLD, Canberra, ACT
Salary	APS6 $99,733 - $111,702 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	Technology and Digital Services
Branch	Corporate Services
Contact officer	Elodie Lédée, Assistant Director – Data and Geospatial Services, (07) 4750 0629

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

We are seeking an experienced Data Services Manager to lead and manage our Data Services team and be responsible for maintaining the organisation's data environment. Using your experience in technical leadership, data management, and stakeholder engagement, you will deliver high-quality data-driven outcomes for internal and external stakeholders, managing a range of products, datasets, systems and associated tools. The Data Services Manager will support the organisation through the management, accessibility and governance of business data, enabling better insights and supporting evidence-based decision-making for activities such as service delivery, environmental management, and operational planning. You will be a team player, working closely and collaboratively with the broader Technology and Digital Services team, technical specialist partner organisations, and a diverse network of stakeholders across the Reef Authority.

Where the role fits

The Corporate Services branch provides efficient, effective and contemporary services in key function areas such as, Finance, People Services, Legal Services, Technology and Digital Services and Business Operations. The branch works collaboratively with other Reef Authority branches to enable them to deliver on their objectives and work tasks.

The Technology and Digital Services section provide support, management, and guidance for all matters related to the organisation's digital services requirements with a specific focus on positioning the Authority to be a more agile and responsive organisation into the future. The areas of responsibility include end user support, desktop/laptop/mobile fleet management, technical infrastructure management, digital network and telecommunications services, data management and data analytics services, geospatial services, information services management, record management, information security management, technical risk management, ICT service resilience management, technical project management and support services, and ICT strategic planning.

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 are proactive and organised, with a track record of completing tasks and managing competing priorities without losing focus.
- ✓ You are detail-oriented and technically rigorous, known for delivering accurate, high-quality work under pressure.
- ✓ You are collaborative and stakeholder-focused, able to build strong relationships and communicate clearly and effectively with staff at all levels.
- ✓ You are solution-oriented and technically confident, able to provide reliable, specialised advice and make sound decisions using good judgment and expertise.
- ✓ You are reflective and improvement-minded, consistently looking for ways to refine processes, uplift team capability, and enhance service delivery.

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

Duties

1. Lead, manage and mentor team members to deliver data services outcomes in line with the deliverables of the Technology and Digital Services section and broader Reef Authority objectives.
2. Lead, manage and coordinate, in conjunction with external contractors and service providers, the planning, delivery and quality assurance of specialist data services and products to meet business priorities and stakeholder requirements.
3. Develop and maintain data governance frameworks, standards, policies, procedures and operating models, while driving continuous improvement through process enhancement, knowledge sharing, and team capability development to support quality, service delivery and compliance.
4. Maintain accountability for the integrity, currency and usability of authoritative datasets and outputs within the Data Services' remit, ensuring they are fit for purpose and compliant with organisational standards.
5. Provide expert advice to diverse stakeholders on data systems, workflows, technical issues and service requirements.
6. Manage priorities, resources and workflows to deliver high-quality outputs within timeframes, balancing competing demands and meeting key milestones.
7. Build and maintain effective stakeholder relationships to understand needs, manage expectations, and facilitate successful service delivery across the organisation.

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:



Eligibility requirements & qualifications

Applicants **must**:

1. Be an Australian citizen at the time of applying for the 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.

Essential requirements

- Relevant tertiary qualification in data governance, data management, Information Technology Project Management or equivalent professional experience.
- Demonstrated experience in managing data projects, with a proven record of being achievement orientated and committed to client service.
- Demonstrated leadership and experience working in and contributing to, high performance teams.
- Demonstrated experience in applying conceptual and analytical skills to complex subjects, including the ability to critically assess information and contribute to delivery of innovative solutions.

Desirable qualifications or **equivalent experience**

- Demonstrated experience in and understanding of data governance, management, analytics and visualisation (data science and engineering) technologies and environments.
- Knowledge of the FAIR Data Principles, modern metadata standards and practices and the implications for data management.
- Have knowledge and experience in Microsoft Azure Data products and services.

Occupation specific skills (digital and ICT)

- Below is the corresponding Skills Framework for the Information Age (SFIA) set of skills and the level required for this role:

Skills	Code	Level
Governance	GOVN	6
Quality management	QUMG	6
Data management	DATM	6
Stakeholder relationship management	RLMT	5
Supplier management	SUPP	5
Technology Service Management	ITMG	5

More information can be found on the SFIA website.

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** 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

26/06/2026