



Position title	Compliance Officer
Position number	PN492
Classification	APS4
Location	Townsville, QLD
Salary	\$79,187 - \$87,314 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; Full-time
Security level	Baseline
Section	Field Management Operations
Branch	Marine Park Operations
Contact officer	Jo Berry, Assistant Director Compliance Monitoring; 07 4726 0577

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 compliance professional to join our small team. This position works as a part of the Compliance Assessment Team within the Reef Joint Field Management Program for the Great Barrier Reef World Heritage Area, which is jointly funded and managed by the Australian and Queensland Governments. This is an office-based role.

The Compliance Assessment Team undertakes key administrative functions including supporting the investigations and field operations teams within the Great Barrier Reef World Heritage Area. Field activities are delivered across the Great Barrier Reef Coast Marine Park (State) and Island National Parks (State), which are part of the Great Barrier Reef World Heritage Area.

The position has a team focus, providing support to the Reef Joint Field Management Program through the assessment of reported offences, the administration of supporting systems, and the management of information and databases to support field surveillance operations and investigations.

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 thrive under pressure, have an eye for detail and don't get flustered when faced with competing priorities.
- ✓ You will be proficient in administration tasks including drafting and reviewing internal and outbound correspondence, working with spreadsheets and databases including building queries and extracting data.
- ✓ You will have, or be able to quickly acquire, knowledge of environmental compliance and enforcement strategies.
- ✓ You have the ability to interpret and apply legislation and policy.
- ✓ You possess sound judgement and decision making skills.
- ✓ You enjoy being part of a cohesive team.

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

Duties

1. Assess reported offences occurring in the Great Barrier Reef World Heritage Area and undertake administrative tasks in relation to reports of offences.
2. Perform accurate data entry into databases whilst undertaking quality assurance checks to ensure the accuracy, consistency and reliability of information.
3. Monitor, extract and present data from databases, including the compliance database and vessel tracking system, and other systems to assist in the identification of offences, trends, and to provide support for field surveillance operations, investigations or other internal stakeholders.
4. Assist in the roles of Exhibit Officer and Accountable Documents Officer by recording and managing evidence and documents relating to court proceedings and issuing, receiving and auditing accountable books.
5. Provide broad general section support including assisting with projects and training as required.
6. Engage and consult effectively with internal and external stakeholders.

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

- Knowledge of the multiple uses of, and the management framework for the Great Barrier Reef Marine Park and World Heritage Area, or the ability to apply knowledge gained in a similar environmental, marine or protected area setting.

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:

Alicia Balanzategui

AD – Workforce Planning, Capability & Recruitment

5/08/2026