



Position title	Project Officer - Crown-of-thorns Starfish Control Program
Position number	PN1114T
Classification	APS4
Location	Townsville, QLD
Salary	APS4 \$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	Non-ongoing - Specified term 2 years from appointment; Full-time.
Security level	Baseline
Section	Reef Interventions
Branch	Marine Park Operations
Contact officer	Jo Baker, Project Manager - COTS Control Program Mobile: 0414 543 745

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 administration professional to provide business, contract management & governance support services to the Reef Interventions section. The Reef Interventions work program includes oversight and coordination of strategic planning, management and reporting for the Crown-of-Thorns Starfish (COTS) Control Program, and collaboration with the Reef Restoration Adaptation Program (RRAP). Key tasks for this role include contract development and management, data entry and quality assurance, secretariat duties, as well as input to strategic planning, development of communication outputs, engagement with Traditional Owners, partners and stakeholders. The position will assist the ongoing effective delivery of COTS control operations and coral restoration trials within the Great Barrier Reef Marine Park.

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 Reef Interventions section implements key reef interventions and restoration activities to support the resilience of the Great Barrier Reef. The section is responsible for the design and implementation of the Great Barrier Reef COTS Control Program and leads Reef Authority policy and advice on matters relating to COTS outbreaks and management. The section also leads the Reef Authority's engagement and collaboration with the Reef Restoration and Adaptation Program (RRAP), coordinating input from across the agency, and from our management, research and industry partners.

The Person

The suitable candidate will be diligent, agile, adaptive and innovative in the way they work. They understand that leadership is critical at all levels and demonstrate it all times. They work collaboratively to deliver results and display the personal drive and integrity expected of an Australian Public Service (APS) employee.

- ✓ You are a natural problem solver, a doer, and are known for seeing things through.
- ✓ You work independently to complete tasks under general guidance and supervision.
- ✓ You are logical, well-organised, and have an eye for detail.
- ✓ You have excellent communication and interpersonal skills.
- ✓ You can effectively work under pressure and balance competing priorities.
- ✓ You enjoy being part of a cohesive and high performing team.

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

Duties

1. Provide administrative support to COTS Control Program project and contract management.
2. Deliver secretariat support for COTS Control Program governance, planning and operations meetings and workshops.
3. Contribute to the review and development of program manuals, guidelines, reports, and other relevant documents.
4. Assist with management, entry, and quality control of COTS Control Program data.
5. Work constructively with Reef Interventions section staff and contribute to cross-sectional projects, emerging issues, and corporate planning as part of a broader team.

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 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

Desirable qualifications or equivalent experience

- Experience managing or coordinating projects and/or contracts within a government 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:

Fiona Macdonald

Director - People Services

20/07/2026