



Position title	Senior Project Officer – Field Management
Position number	PN889
Classification	APS5
Location	Townsville, QLD
Salary	\$88,833 - \$96,829 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 Strategy
Branch	Marine Park Operations
Contact officer	Fiona O’Grady, Principal Advisor, Ph. 0457 641 942

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 and governance support services for the Reef Joint Field Management Program, a partnership between the Great Barrier Reef Marine Park Authority and the Queensland Parks and Wildlife Service. The position works within a small team that manages the governance arrangements, planning and reporting of the Reef Joint Field Management Program and its outcomes in managing Marine Parks and Island National Parks in the Great Barrier Reef World Heritage Area. This includes the management of agreements within the partnership and with other partner agencies, Traditional Owners and interest groups. The role is key in providing oversight of the budget and expenditure of the Program. The position works closely with the operational and corporate functions of both the Great Barrier Reef Marine Park Authority and the Queensland Parks and Wildlife Service.

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 Strategy section delivers planning and reporting for the Reef Joint Field Management Program; Reef Conservation Actions on islands, marine habitats, and the species that rely upon these habitats and assessing and reporting on reef health and formulating and implementing responses to environmental events and maritime incidents. The section has a continuing obligation and focus on mentoring, supporting and connecting with Indigenous Rangers which is strongly linked to the Aboriginal and Torres Strait Islander Heritage Strategy. The section works closely with other Reef Authority sections and the Queensland Parks and Wildlife Service in delivering these activities in the Great Barrier Reef World Heritage Area and includes personnel from the Reef Authority and the Queensland Parks and Wildlife Service.

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 on working as part of a small team that achieves results, and you are recognised for your ability to manage sensitive and confidential information.
- ✓ You have a solid understanding of governance, business planning, and reporting in a government context
- ✓ You will have experience in managing agreements and contracts and in using budgeting and reporting systems
- ✓ You have high level liaison and negotiation skills that you will use across operational and corporate service functions of both agencies to achieve coordination of the Program.

- ✓ You will be an excellent communicator, both in the written and verbal forms, across all agency levels. Your communication skills ensure positive internal and external relationships are developed.

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

Duties

1. Be accountable for the development and management of high level agreements and contracts across the Program, including the monitoring of deliverables and expenditure and ensuring payments against milestones in accordance with legislative requirements.
2. Coordinate and advise on financial management and budgetary activities including the preparation of accurate Program budgets, reporting on expenditure and implementing remedial strategies across the Program within set timeframes and quality requirements to achieve business outcomes.
3. Provide high level support to the Reef Authority and QPWS team members in implementing the governance arrangements of the Program, including the coordination and preparation of meeting agendas, high level papers, and reports.
4. Assist with the development (including writing), implementation, monitoring and evaluation of business strategies, annual business plans, and annual reports to deliver effective and efficient business outcomes.
5. Co-ordinate and prepare Program level briefing notes, correspondence, ministerial responses, event briefs, and other information requests, ensuring information is accurate and deadlines are met.
6. Work collaboratively, consult, and share information with internal and external stakeholders, actively engage in knowledge transfer and seek input from others to achieve business outcomes.

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

- Formal qualifications or relevant experience in business and administration support, including the management of agreements and contracts and use of financial management and reporting systems.

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 **one** page, 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