



Position title	Project Manager Traditional Owner Strategies and Partnerships
Position number	PN516
Classification	APS6
Location	Townsville, QLD / Canberra, ACT / Cairns, QLD
Salary	\$94,563 - \$106,775 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	Strategic Policy
Branch	Strategic Policy and Partnerships
Contact officer	Brooke Owens, Assistant Director Strategy – Traditional Owners, Ph. 0499 277 840

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 project professional with demonstrated engagement experience working with Aboriginal and Torres Strait Islander peoples to join our small team to contribute to the development of contemporary strategic policy and partnership initiatives.

The position will also support the development and alignment of the Reef Authority's strategic direction, contributing to and drafting, developing, implementing and reviewing policies and work in partnership with key stakeholders to maintain the resilience of the Reef and includes issues affecting the Traditional Owners and Aboriginal and Torres Strait Islander people of the Great Barrier Reef.

Note: this position is an **identified position** and is one in which the duties involve extensive engagement with Aboriginal and Torres Strait Islander Peoples, Traditional Owners, Indigenous communities or their representatives (further information is provided in the eligibility requirements section below).

Where the role fits

The Strategic Policy and Partnerships Branch synthesises knowledge and innovates to inform adaptive management and influence decision makers. The branch develops and implements key strategies and policies, undertakes strategic and tactical communications, connects internationally and delivers targeted education and engagement to support reef resilience. The branch is responsible for the Authority's strategic governance arrangements through the Marine Park Authority (MPA) Board and develops strong internal and external partnerships to deliver outcomes that support the Authority's corporate priorities.

The Strategic Policy section leads the development of the strategic direction for the Authority, by managing the development, coordination and implementation of strategies & partnerships on key priorities for the Authority. This section also has a focus on providing advice that supports the Authority's lead on whole of government initiatives to ensure a coordinated approach across partners within the Authority.

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 will have a strong understanding of the issues affecting Aboriginal and/or Torres Strait Islander people.
- ✓ You are resilient and enjoy being part of a cohesive team.
- ✓ You are an experienced project manager with the ability to negotiate, to work collaboratively with individuals, groups and management.
- ✓ You have proven experience in building and maintaining strategic relationships.
- ✓ You are a natural problem solver, practical and sees projects through to completion.
- ✓ You are a team player, who successfully maintains relationships with internal staff and external clients.
- ✓ You will be an excellent communicator, both in the written and verbal forms across all agency levels.

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

Duties

1. Support the development and delivery of the Reef Authority's Traditional Owner strategy and partnerships work including policy and plans and the Reef Authority's contributions to those associated and related forums, policy direction, positioning and initiatives.
2. Contribute to the development, coordination and implementation of key deliverables including Reconciliation Action Plan, Engagement and Participation Framework across the Reef Authority and Traditional Owner Partnerships Framework.
3. Provide project management capability to support successful outcomes and delivery in a strategic and dynamic environment, with the application of knowledge and compliance with legislative, financial, and administrative frameworks, government decision-making processes and agency guidelines and regulations.
4. Work collaboratively to deliver and implement strategies and policies, manage associated projects, and contribute to management solutions that provide for the protection and conservation of the Reef, and that contribute to the delivery of work programs for the Strategic Policy section and Reef Authority more broadly.
5. Consultation and partnering across governments and with stakeholders on Traditional Owners and other matters relevant to the Reef Authority, including representing the Agency as required.

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.

Note: this position is an **identified position** and is one in which the duties involve extensive engagement with Aboriginal and Torres Strait Islander Peoples, Traditional Owners, Indigenous communities or their representatives.

The successful applicant **must have**:

- an understanding of the issues affecting Aboriginal and/or Torres Strait Islander Peoples, and
- an ability to communicate sensitively and effectively with Aboriginal and Torres Strait Islander Peoples.

Aboriginal and Torres Strait Islander Peoples are encouraged to apply. Non-Indigenous applicants applying for this Identified position may be asked to supply a reference from an Aboriginal or Torres Strait Islander person, group or organisation supporting their skills and ability in the areas identified.

Essential requirements

- Qualifications in project management, policy administration and/or equivalent experience.

Desirable qualifications or equivalent experience

- Demonstrated experience in public sector administration and understanding of government policy and workings.
- Demonstrated knowledge of and experience in working on programs and projects relevant to Aboriginal and Torres Strait Islander peoples and communities.

- Experience and understanding of natural and cultural resource management, Marine Park or protected area management, including legislative frameworks.

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:

Craig Tozer

Assistant Director Workforce Planning, Capability & Recruitment

8/10/2025