



Position title	Director, People Services
Position number	PN194
Classification	EL2
Location	Townsville, QLD
Salary	\$137,405 - \$162,377 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	Negative Vetting Level 1
Section	People Services
Branch	Corporate Services
Contact officer	Jameelie Fletchett, Chief Operating Officer, Ph. 0474 973 696

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

The role of the Director People Services is to provide high-level support, advice and technical expertise to the Chief Operating Officer, the Executive and Chief Executive Officer in relation to people management. You will lead and provide strong strategic direction to a small team of human resources professionals, providing services and support in relation to all people activities including employee relations, recruitment, enterprise bargaining, workplace health and safety (including dive), leadership and capability, workforce planning and organisational culture. The role provides key leadership support across specific areas of remit and expertise, and actively participates in leading organisational culture and governance, engaging staff, and strengthening relationships with key stakeholders.

As part of the Reef Authority's Senior Management team, you will work collaboratively with other members of the Reef Authority's leadership team to assist the Reef Authority with the overall organisational health and achievement of its strategic objectives.

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 work tasks.

The People Services team provides services, advice and support in relation to all people activities including, but not limited to, employee relations, attraction and recruitment, workplace health and safety (including dive), leadership and capability, workforce planning and organisational culture.

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 an engaging leader who has demonstrated ability to motivate teams and individuals to achieve agreed business outcomes and drive continuous improvement of the efficiency and quality of the services provided by People Services.
- ✓ You are a strategic thinker, self-motivated with experience managing a diverse team in a complex and fast-paced environment.
- ✓ You will be experienced in efficiently managing relationships and expectations of others to achieve outcomes and are an excellent communicator.
- ✓ You thrive under pressure promoting continuous improvement, innovation, and agility.
- ✓ You can interpret, prioritise and align organisation goals to your team outcomes, maximising limited resources against competing priorities.
- ✓ You have extensive experience in driving a contemporary People Services' agendas, including providing strategic advice on all elements of people management including employee relations, recruitment, enterprise bargaining, workplace health and safety, leadership and capability, workforce planning, business continuity and organisational culture.

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

Duties

1. Provide strategic leadership of people functions. Set direction for workforce planning, recruitment, retention, and capability development aligned to the Reef Authority's priorities and the broader APS reform agenda.

2. Oversee employee relations and workplace culture. Lead policy and practice in performance management, workplace relations, diversity and inclusion, and wellbeing, ensuring compliance with the *Fair Work Act 2009*, *Public Service Act 2009*, and Enterprise Agreements.
3. Manage People Services operations and service delivery. Ensure effective delivery of People Services' systems, recruitment services, workforce relations, workforce reporting, learning and development and all related operations with a focus on efficiency and continuous improvement.
4. Build capability and develop leadership pipelines. Design and implement strategies for talent management, succession planning, leadership development, and learning initiatives to build a high-performing workforce.
5. Provide expert advice and represent the Reef Authority. Advise the Executive and Senior Management on people strategies and risks, represent the Reef Authority in APS-wide working groups, and contribute to whole-of-government workforce initiatives and reforms.

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 Negative Vetting Level 1 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 and/or extensive experience in leading a human resources management function or a related discipline.

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:

Jameelie Fletchett

Chief Operating Officer

18/09/2025