



Position title	Strategic Governance Officer
Position number	PN1084
Classification	APS4
Location	Townsville, QLD
Salary	\$76,583 - \$84,443 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 Governance
Branch	Strategic Policy and Partnerships
Contact officer	Jessica Mead, Assistant Director Governance and Strategy, Ph: 0499 438 324

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 a project officer to efficiently support key governance forums for the Reef Authority including two advisory committees to the Board and the Audit and Risk Management Committee.

This position also provides administrative support for key strategic governance functions and materials (Strategic Direction Statement, Corporate Plan, Annual Operating Plan, Performance Measures, Statement of Expectations, and Statement of Intent etc).

Under guidance from the Assistant Director Governance and Strategy, the position provides quality governance advice and delivers activities that contribute to good governance. This position provides back-up support to our Board and Parliamentary and Ministerial functions, supporting Agile ways of working.

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 Governance section leads the development of the strategic direction for the Reef Authority, by managing and coordinating our strategic governance (including our Board and supporting committees) and through the development, coordination and implementation of strategies & partnerships on key priorities for the Reef Authority. This section is also responsible for developing and coordinating advice for the Minister and other government stakeholders.

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:

- ✓ A highly skilled and experienced business administration professional with a strong track record in best practice governance and secretariat operations.
- ✓ Able to research quality governance advice that informs strategic direction, enhances decision making, and guides organisational integrity.
- ✓ Skilled in preparing high-quality committee materials with well-developed writing skills and a high attention to detail, ensuring actions are followed up and completed in a timely manner.
- ✓ An exceptional team player who works in harmony with your team, other staff, and stakeholders at all levels.
- ✓ Practical, resourceful, logical, well-organised, and willing to take responsibility for your work.
- ✓ Able to anticipate, identify and address issues/potential problems and find effective solutions.
- ✓ Comfortable in a consistently high tempo environment.
- ✓ Familiar with applying sound judgement, discretion, and confidentiality.
- ✓ Aware of the broader operating environment and how your work contributes to it.
- ✓ Flexible in how and where you work and willing to support your team in a range of functions.

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

Duties

1. Provide professional and timely committee and secretariat services for two advisory committees to the Board and to the Audit and Risk Management Committee:
 - Follow best practice processes, procedures, and protocols
 - With support from the Assistant Director — Governance and Strategy prepare and distribute meeting agendas, minutes, papers, reports, correspondence, and actions for two Board Advisory Committees
 - With support from the Assistant Director — Corporate Governance and team distribute meeting agendas, minutes, papers, reports, correspondence, and actions for the Audit and Risk Management Committee
 - Ensure materials are clear, succinct, accurate, grammatically correct, and timely
 - Prepare meeting records and maintain conflict of interest registers
 - Arrange travel, catering, venue hire, and other logistics.

2. Build and maintain relationships with our committee chairs and members, and with internal staff including the Executive Management Group, Senior Management Team, and section leadership team.
3. Provide project and administrative support for governance and strategy functions (Strategic Direction Statement, Corporate Plan, Annual Operating Plan, Performance Measures, Statement of Expectations, Statement of Intent etc.), and provide back-up support to our Parliamentary and Ministerial functions.
4. With guidance from the Assistant Director — Governance and Strategy, provide quality governance advice that informs strategic direction, enhances decision making, and guides organisational integrity.
5. Work in harmony with the Strategic Governance team and other Reef Authority staff, participate in Agile ways of working, and flexible working more generally.

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.

Essential requirements

- Demonstrated experience in public sector administration including committee and secretariat processes and protocols.
- Demonstrated well-developed communication skills.

Desirable qualifications or equivalent experience

- Project and governance administration experience.
- Qualifications in business and/or administration.
- The ability to travel, sometimes for multiple nights at a time.

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:

Ann Harrebomee

Assistant Director – People Services' Operation

28/01/2025