



Position title	Assistant Director Strategic Direction - World Heritage
Position number	PN980
Classification	EL1
Location	Townsville, QLD / Canberra, ACT
Salary	\$117,323 - \$128,590 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	Strategic Policy
Branch	Strategic Policy and Partnerships
Contact officer	Usha Arif, Director Strategic Policy, Ph. 0499 050 457

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 agile and highly skilled Executive Level 1 professional to join our small team to lead the development of contemporary strategic policy initiatives, setting strategic corporate direction, providing clear positions on external pressures effecting the reef, and continuing to guide the corporate narrative as the authoritative voice of the reef.

The position will also support the development and alignment of the Reef Authority's strategic direction and work in partnership with key stakeholders to maintain the resilience of the Reef. This position will focus on international and world heritage matters affecting the Great Barrier Reef and also supports the Reef Authority's lead on whole of government initiatives to ensure a coordinated approach across partners within the Reef Authority.

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 are a strategic thinker able to work across diverse subject matter areas with a high degree of complexity and apply innovative approaches to solving problems.
- ✓ You have a high interest and / or broad knowledge of the Reef and its key threats and are able to negotiate a consensus in a complex landscape of competing views.
- ✓ You are resourceful and can work with limited direction to achieve high quality outcomes, applying judgement, logic and discretion appropriately.
- ✓ You have exceptional written skills, an eye for detail and routinely complete tasks on time and to a high standard.
- ✓ You are a team player, who successfully maintains relationships with internal staff and external clients.
- ✓ You can prioritise and align operational activities to organisational objectives in order to complete tasks on time and to a high standard.
- ✓ 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. Lead the delivery of the Reef Authority's strategic direction in international and world heritage through leading the Reef Authority's contribution to world heritage management forums, policy development and positioning on related issues.
2. Coordinating and preparing complex high quality strategic advice and written material – for the Director and senior leadership team, stakeholders and service providers – that is timely, practical, transparent and risk-based. Advice and material could include, but is not limited to briefs, reports, position statements, policies, and strategic plans.
3. Provide high level strategic advice to the Director, the Executive and the Board on policy and strategy matters and other issues relevant to the Reef Authority's business.
4. Collaboratively develop and manage strategies for the delivery of the Reef Authority's Corporate Plan, and the Reef 2050 Long-Term Sustainability Plan and other strategic documents.
5. Consulting and partnering with stakeholders and service providers on matters relevant to the Reef Authority, including: establishing and maintaining effective relationships; leading and contributing to committees/working groups to persuade, negotiate or influence cooperation on strategic issues; contributing to, or facilitating meetings and presentations and representing the Agency as required.
6. Deliver the Reef Authority's corporate objectives and actively participate, as part of a committed team member, to the Strategic Direction and Partnerships Section's work.
7. Build, lead and manage a work unit to support the above duties, including:
 - Supervising staff, providing performance feedback, conflict resolution and encouraging career development
 - developing, monitoring and evaluating work programs
 - monitoring and allocating budgets and performance measures.

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

- Demonstrated experience in public sector administration and understanding of the machinery of government and its policy and workings.
- Experience in and/or understanding of Australia's international policy and heritage management arrangements.
- Demonstrated experience in strategic thinking, relationship management and stakeholder engagement

Desirable qualifications or equivalent experience

- An understanding of the Great Barrier Reef, its management, and issues in contemporary marine protected area management.
- Qualifications in science or natural resource management or relevant equivalent industry experience

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, People Services

21/05/2025