



Position title	Assistant Director Strategy (Traditional Owners)
Position number	PN925
Classification	EL1
Location	Townsville, QLD; Canberra, ACT; Cairns, QLD
Salary	\$113,028 - \$123,882 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	Roger Beeden, Acting Director Strategic Policy; Ph: 0404 330 859

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 professional with experience in government, natural resource management and/or issues affecting Traditional Owners or First Nations peoples to provide strategic advice on a range of high-level issues, opportunities, and challenges related to the Great Barrier Reef and its management.

You will join a dedicated team delivering outcomes on a range of complex, contemporary strategic policy initiatives in the Reef space, including Traditional Owner strategy and partnerships; sustainable fisheries; protected species; international activities and World Heritage. The position will support the development and alignment of the Authority's strategic direction and work in partnership with key stakeholders and a diverse network of stakeholders, including Traditional Owners, to maintain the resilience of the Reef. This includes issues affecting the Traditional Owners and Aboriginal and Torres Strait Islander people of the Great Barrier Reef.

You will lead, manage and motivate a small team to deliver high quality outcomes and achieve objectives. The Assistant Director plays a key role in developing advice, setting strategic direction and developing and implementing positions, policy and actions that contribute to the long-term protection and conservation of the Reef. This includes providing high level support and advice through the section Director to the Reef Authority's senior leadership and Marine Park Authority Board; participating in external forums; and delivering projects and management actions.

Note: this position is an **identified position** and is one in which the duties involve broad 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 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 will be an excellent communicator, both in the written and verbal forms across all agency levels
- ✓ You will have a strong understanding of the issues affecting Aboriginal and/or Torres Strait Islander people

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

Duties

1. Coordinating and preparing complex high quality 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.
2. Provide high level strategic advice to the Director, the Executive and the Board on policy and strategy matters and other issues relevant to the Authority's business.
3. Collaboratively develop and manage strategies (particularly regarding Traditional Owners) for the delivery of the Authority's Corporate Plan, Blueprint 2030, the Reef 2050 Long-Term Sustainability Plan, as well as other strategic documents.
4. Manage the development, coordination and implementation of key deliverables, including, but not limited to, the agency's journey towards co-management with Traditional Owners, Traditional Owner Implementation Plan and the Aboriginal and Torres Strait Islander Heritage strategy.
5. Consultation and partnering across governments and with stakeholders on Traditional Owner matters and other matters relevant to the Reef Authority, including representing the Agency as required.
6. Deliver the Authority's corporate objectives and actively participate, as part of a committed team member, to the Strategic Policy Section's work.

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

- 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.

Desirable qualifications or equivalent experience

- 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:

Anna Harrebomee

Assistant Director People and Capability

3/02/2025