Position title	Manager – Government and Portfolio Relations
Position number	PN258
Classification	APS6
Location	Townsville, QLD
Salary	$86,931 - $98,910 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 Governance
Branch	Strategic Policy and Partnerships
Contact officer	Patricia Schluter, Assistant Director Strategic Governance; 0433 396 855, patricia.schluter@gbrmpa.gov.au

The Organisation

The Great Barrier Reef is a massive 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 and is considered 'our Reef' to the 1.1 million Australians living along its coastline. It supports approximately 64,000 jobs and contributes almost $6.4 billion a year to the Australian national economy.

The Great Barrier Reef Marine Park Authority (the Reef Authority) is a non-corporate Commonwealth entity and operates as a statutory agency under the Great Barrier Reef Marine Park Act 1975 (Marine Park Act). The Reef Authority sits within the Australian Government Climate Change, Energy, the Environment and Water Portfolio and reports 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 Great Barrier Reef is a priceless natural asset. It is our great privilege to manage this internationally acclaimed World Heritage Area on behalf of all Australians and the world since we were established in 1975.

When you choose to work for us, you not only join a team of passionate people, but you make a commitment to ensure that all the reef's ecological, social and economic value is available for generations to come. You will also have access to 26 days annual leave, excellent professional development opportunities and a Healthy Lifestyle Allowance.

The Position

The Manager - Government and Portfolio Relations leads and co-ordinates the Reef Authority's engagement with the Minister's office, the Special Envoy for the Great Barrier Reef and the wider Australian Public Service. This position provides strategic advice for parliamentary matters, coordinates agency responses to the Minister and other stakeholders, and reviews and edits ministerial submissions and briefs. This position leads a small team, to deliver core Reef Authority functions.

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 is excellent at stakeholder relations, considered in their approach to resolving problems and able to professionally manage multiple priorities. 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 can quickly grasp complex issues impacting the Reef and bring an understanding of broader issues relevant to the operating environment.
- ✓ You can communicate with influence, including listening actively and clearly articulating your message in writing and verbally.
- ✓ You can produce high quality material quickly, succinctly, and for a range of audiences.
- ✓ You can collaborate across teams and sections to build consensus amongst stakeholders, working with staff at all levels.
- ✓ You will manage your team's workload to achieve results, often working with tight timeframes and competing priorities.
- ✓ You can manage strategic processes, including excellent coordination skills, with a strong attention to detail and flexibility where required.
- ✓ You will work in harmony with your team, be flexible in how and where you work, and willing to support your team in a range of functions.
- ✓ You will act with integrity, use sound judgment, and act professionally.

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

Duties

1. Support your team to coordinate the Reef Authority's engagement in the parliamentary process, including question time briefs, appearances at senate estimates and committee hearings, parliamentary inquiry submissions and Questions on Notice.
2. Coordinate timely and high-quality input from across the Reef Authority to develop briefings to support the Minister, and respond to information requests from Commonwealth agencies.
3. Provide drafting advice and coordinate ministerial correspondence and ministerial submissions in accordance with Reef Authority and departmental requirements.
4. Scan, monitor, and provide advice on Parliamentary activities.
5. Undertake environmental scanning, research or data collection as needed to inform briefs or other processes.
6. Plan, write, edit and proofread materials, including Senate Estimates Briefs, and take the lead on planning and implementing strategic projects for the section and the Reef Authority.

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. The Reef Authority supports the Government position to reduce the spread of COVID-19 through vaccination. You may be required to show evidence of current vaccination status, including COVID-19.

4. You will model and uphold the Reef Authority's behaviours that will deliver our ideal culture:



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.

Essential requirements

- Demonstrated understanding of the machinery of government/public sector.
- Demonstrated attention to detail and experience managing strategic processes.
- Demonstrated ability to work with a range of stakeholders in a consistently high tempo environment.

Desirable qualifications or **equivalent experience**

- Demonstrated experience in public sector administration.
- Tertiary qualifications or relevant experience in parliamentary, government, project management, or media/issues management.

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:

Alice Stewart, Manager Workforce Capability

23/11/2023