



Position title	EL1 Assistant Director Technology - Various Specialties
Classification	EL1
Location	Townsville, QLD is the preferred location for all roles Other locations may be considered dependent on the individual role including: Cairns, QLD; Canberra, ACT
Salary	\$105,516 - \$115,648 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/Part-time
Security level	Negative Vetting Level 1
Contact officer	HorizonOne Recruitment 02 5104 4577 reefauthority@horizonone.com.au

The Reef Authority is looking to establish a merit pool to fill current and future positions at the EL1 Assistant Director classification in the following areas:

- Digital Services
- IT Operations
- Governance & Security
- Technical Solutions
- Business/ Data Analysts

Current vacancies available are identified below:

Position Title	Classification	Engagement Type	Location
Assistant Director Digital Services	EL1	Ongoing	Townsville
Assistant Director IT Operations	EL1	Ongoing	Townsville
Technical Solutions Analyst	EL1	Non-ongoing (to 30 June 2024)	Townsville, Cairns or Canberra
Program Manager – Eye on the Reef	EL1	Non-ongoing (to 30 June 2024)	Townsville, Cairns or Canberra

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.

Our Structure

The Reef Authority comprises four branches lead by General Managers who report to the Chief Executive Officer. Each branch has a number of sections that support the delivery of the organisation and branch priorities and objectives.

The **Strategic Policy and Partnerships Branch** develops and implements key policies and strategies, undertakes strategic and tactical communications, and delivers targeted education and engagement to support reef resilience. The branch is responsible for the Authority's strategic governance arrangements and develops strong internal and external partnerships to deliver outcomes that support the Authority's corporate priorities.

The **Marine Park Operations Branch** provides in-park management across the Great Barrier Reef World Heritage Area to protect and rehabilitate reefs, islands and species and provide opportunities for people to enjoy the Great Barrier Reef. The Branch is critical in ensuring people who use the Marine Park respect and comply with laws, permits and cultural authority of Traditional Owners. The Branch delivers a risk-based permissions system and a Reef Joint Field Management Program in partnership with the Queensland Parks and Wildlife Service. Traditional Use of Marine Resources Agreements and Sea Country values mapping are priority programs of the Reef Authority's partnerships with Traditional Owners.

The **Major Projects Branch** is a new Branch in the Reef Authority, that focuses on the delivery of priority projects, often with larger funding commitments. Sections in the branch include: Reef HQ Great Barrier Reef Aquarium, Marine Park Planning and Policy, Science for Management, Charging Structure Review and Douglas Shoal Remediation. Projects are delivered in partnership with Traditional Owners, community, and key stakeholders.

The **Corporate Services Branch** provides efficient, effective and contemporary services on behalf of the Reef Authority, and to Reef Authority staff in key function areas such as, Finance, Legal Services, Technology and Digital Services, People Services, and Business Operations. The branch

works collaboratively with other branches to coordinate and deliver professional centralised services that enable the Great Barrier Reef to be at the centre of everything we do.

Learn more about the organisation structure [here](#).

Current and Future Positions

These roles will see you lead and manage staff in the delivery of innovative, fit-for-purpose information technology and digital services to support the efficient and effective delivery of the organisation's work program.

You will develop and maintain a high level of technical support for the Reef Authority's information technology and communications infrastructure and systems to ensure the integrity and accessibility of organisational systems and data including the Reef Knowledge System.

Assistant Director Digital Services

This position is responsible for leading a small team delivering a range of digital services and solutions including spatial data, records, information services and application support. The position works collaboratively with decision makers in the business to identify, recommend, develop, implement and support cost-effective and secure technology solutions. The position is part of the Technology and Digital Services leadership team and contributes to strategic and operational planning including annual operating and capital budgets and contract management.

Assistant Director IT Operations

This position is responsible for leading a small team to achieve innovative, efficient and effective delivery of ICT services to users. The position is part of the Technology and Digital Services leadership team and contributes to strategic and operational planning including annual operating and capital budgets and contract management.

Technical Solutions Analyst

This position contributes to the Reef Authority's work in relation to the Reef 2050 Integrated Monitoring and Reporting Program (RIMReP). The purpose of this Program is to deliver, maintain and enhance a cutting-edge online Reef Knowledge System that enables resilience-based management of the Reef, and provide managers with a comprehensive understanding of how the Reef 2050 Long-term Sustainability Plan is progressing.

The position will actively source and coordinate services and solutions for ongoing maintenance and enhancement of the online system. This role will work closely with data providers and end users in government to facilitate organised access to data and the coordination of data science and analytics solutions. The role will engage with a diverse program team and a range of external providers.

The Technical Solution Analyst will help the Reef Authority mature its data analytics and visualisation capability and deliver an enhanced RIMReP. The position will ensure the Reef Authority are accessing high quality, fit for purpose services that meet government standards and are sourced in a transparent and accountable way.

Program Manager – Eye on the Reef

The position is responsible for the oversight and coordination of the Eye on the Reef Program redevelopment and upgrade. This includes coordination of project components, a working group, and external contractors to deliver the business requirements of the Eye on the Reef Program through the database and associated app program.

Data Analysis/Management

The Reef Authority is also looking to build its capability in the data management field including data analysis, data sharing and data administration. It is anticipated that there will be future vacancies in these fields. These positions will work collaboratively with the business to understand our current and future data needs and to enhance our enterprise data capability and maturity.

We are looking for candidates with skills in data analytics, visualisations, business intelligence dashboards with experience in programming languages for the analysis and interpretation of complex information. As well as candidates with experience in data administration and sharing.

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.

Personal Attributes

The suitable candidates 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.

All positions require:

- You will have strong experience in IT services management, ideally including experience in a government entity.
- You will have experience in providing detailed technical advice, digital service management and project management services.
- You will have experience in providing strategic planning and guidance on Digital and ICT services.
- You have experience in leading and managing a small team to achieve results, and drive continuous improvement.
- You exercise sound judgment and are strategic in your analysis and planning to make recommendations and decisions.
- You will be experienced in relationship and stakeholder management including working collaboratively with others.
- You have experience in managing complex multi-projects.
- You are a natural problem solver, a doer and are known for seeing things through.
- You are able to translate complex subjects into simple language for a range of audiences.

In addition, the Program Manager – Eye on the Reef position requires:

- You will be an excellent communicator, both in the written and verbal forms across all agency levels. Your communication skills often lead to strengthening internal relationships.
- You possess high level problem-solving and risk mitigation skills.

First Nations People are strongly encouraged to apply for all roles.

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.

All positions require:

Essential requirements:

- Have knowledge and experience in **one or more** of the following disciplines, or equivalent experience (3-5+ years):
 - a) Applications development technologies and platforms.
 - b) Microsoft Azure products and services.
 - c) Information management including records.
 - d) Digital online service standards in a public sector context.
 - e) Project, contract and/or program management experience with technology-based outcomes.
 - f) Demonstrated experience in and understanding of data management, analytics and visualisation (data science and engineering) technologies and environments.
 - g) Information/Document Management systems (SharePoint or similar).

Desirable qualifications or equivalent experience:

- Demonstrated experience in the management and leadership of technical teams.
- Qualifications or experience in information security.
- Demonstrated understanding of the Australian Government's procurement rules.
- Ability to travel, sometimes for multiple days.

In addition, the Technical Solutions Analyst position requires:**Essential requirements**

- Demonstrated experience in and understanding of data management, analytics and visualisation (data science and engineering) technologies and environments.
- Project, contract and/or program management experience with technology-based outcomes.

Desirable qualifications or equivalent experience:

- Demonstrated understanding of the Australian Government's procurement rules.
- Experience leading and delivering information technology projects and/or working with end users to define their business requirements.
- Experience in procurement of digital and technical services.

In addition, the Program Manager – Eye of the Reef position requires:**Essential requirements**

- Project, contract and/or program management experience with technology-based outcomes.
- Demonstrated understanding of the Australian Government's procurement rules.

Desirable qualifications or equivalent experience:

- Tertiary qualifications (or equivalent experience) in marine science, web development, natural resource management, or other relevant field.

Preparing your application

As part of your application, you must address the following in a two-page pitch: an explanation of how your skills, knowledge and experience will be relevant to the role/s you are applying for.

Your two-page pitch is a chance to tell us why you want to work with the Reef Authority and why you are interested in the specific opportunities or the work that we perform.

What are the aspects of your experience, skills, personality, knowledge or qualifications that make you a great fit? What are the linkages between what you have achieved and the work the agency does?

Take a detailed look at all of the information in the job description, in particular focusing on the competencies described in "Eligibility requirements and qualifications" and "Personal Attributes".

Please note: your pitch response document should be in MSWord or PDF format using standard margins and size 11 arial font.

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 should include:

1. Your pitch (as detailed above);
2. A current CV/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

For more information on the roles available, the application process and tools and tips please visit the [Great Barrier Reef Marine Park Authority Careers page](#).

You can complete your application online [here](#).