



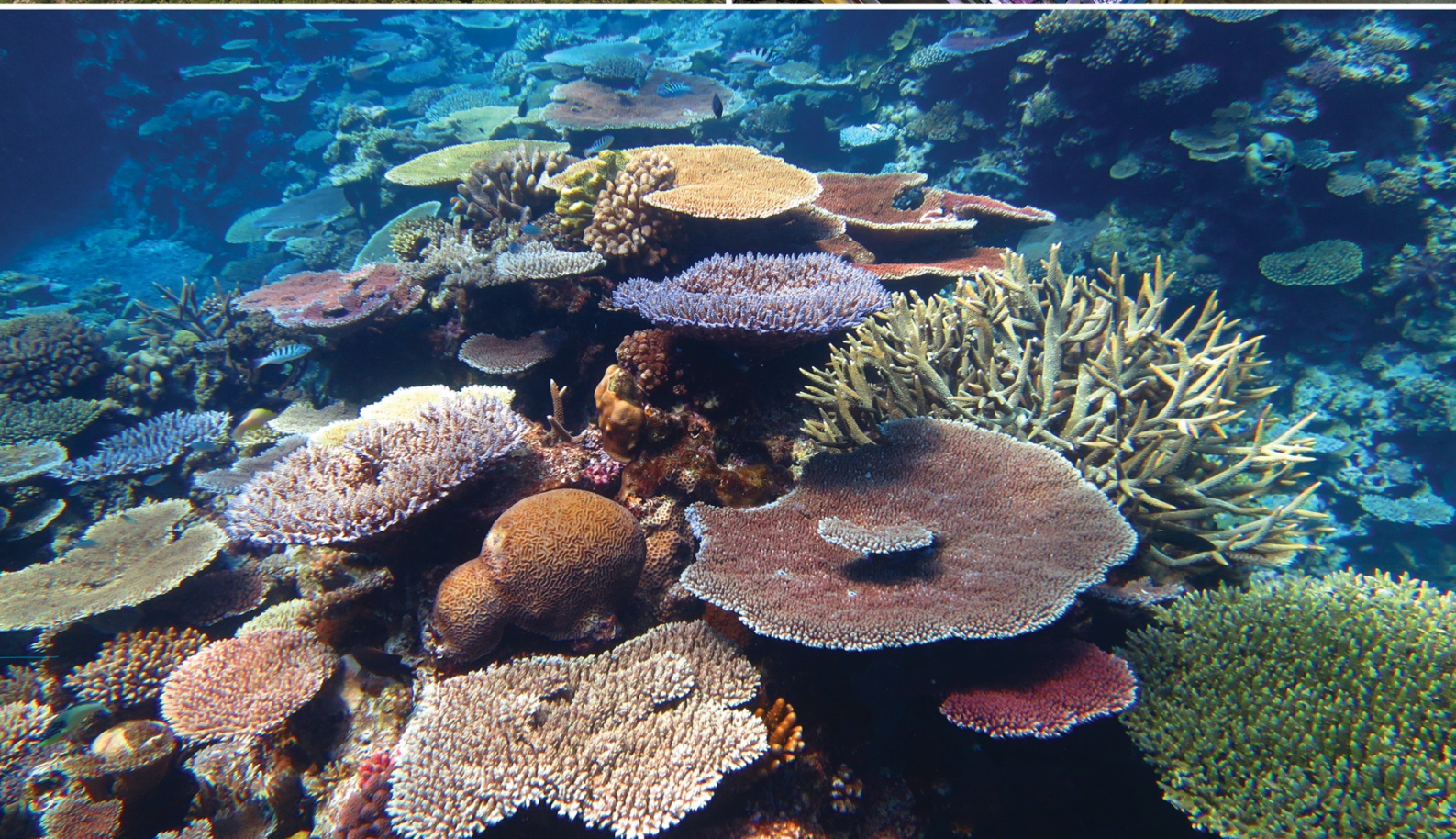
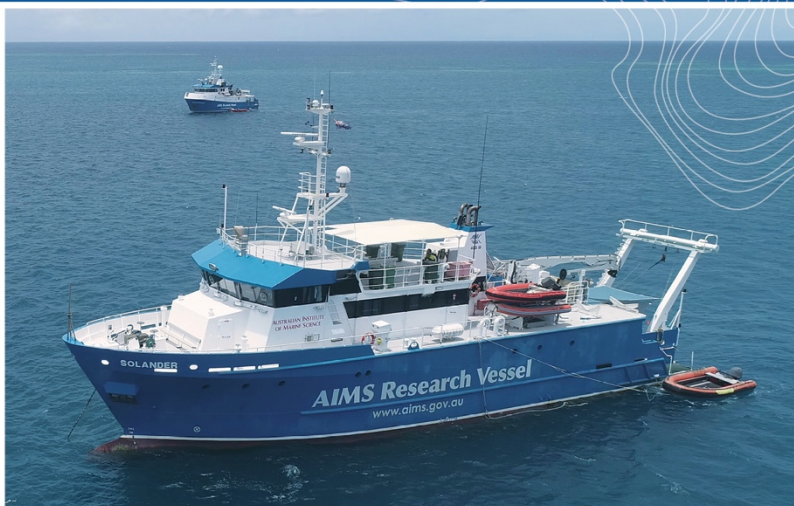
Australian Government



AUSTRALIAN INSTITUTE  
OF MARINE SCIENCE

AIMS@JCU ADMINISTRATIVE OFFICER

## CANDIDATE INFORMATION PACK





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*The Australian Institute of Marine Science acknowledges the Traditional Owners of the land and sea on which we work. We recognise the unique relationships and enduring cultural and spiritual connection that Aboriginal and Torres Strait Islander people have to land and sea, and pay our respects to Elders past, present and future.*

### **Photographic credits**

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# About AIMS

The Australian Institute of Marine Science is a corporate Commonwealth entity established under the Australian Institute of Marine Science Act 1972 (AIMS Act). As Australia's tropical marine research agency, it is our mission to provide the research and knowledge of Australia's tropical marine estate required to support growth in its sustainable use, effective environmental management and protection of its unique ecosystems.

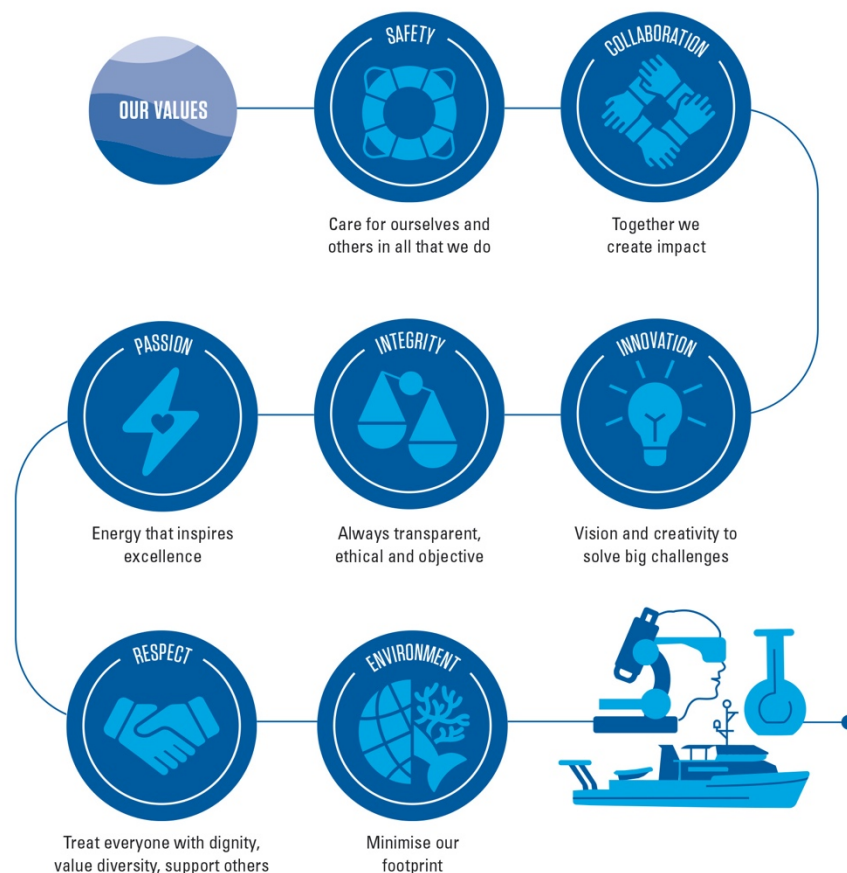
To accomplish our mission, AIMS delivers independent science to help realise three key long-term impacts for the nation:

- Improve the health and resilience of marine and coastal ecosystems across northern Australia.
- Create economic, social, and environmental net benefits for marine industries and coastal communities.
- Protect coral reefs and other tropical marine environments from the effects of climate change.

Our research is focused on the priorities of our stakeholders, including Commonwealth, state and territory governments, industry, and Traditional Owners. Our research continues to:

- Underpin Australia's environmental management of the Great Barrier Reef (GBR) to ensure that this World Heritage Area remains healthy and resilient.
- Support the sustainable development of coastal industries and ports across northern Australia.
- Provide the environmental baselines and condition and risk assessments required for current and future resource and industrial developments in Northern Australia.

## THE WAY WE WORK



# About AIMS@JCU

AIMS@JCU is a strategic alliance between two global leaders in tropical marine science, - James Cook University (JCU) and the Australian Institute of Marine Science (AIMS). It integrates their strengths, synergies, infrastructure & expertise for greater world class tropical marine research capacity.

While AIMS and JCU have a long history of collaboration, the formal AIMS@JCU partnership further develops Townsville as a centre of excellence for research, education and teaching in marine science. The strategic alliance brings together a critical mass of tropical marine scientists with improved access to infrastructure at both institutions leading to new insights and research collaborations.

Post-graduate research projects jointly supervised by staff at both organisations has proven to be an effective vehicle for collaboration between AIMS and JCU. The joint projects address national and international research priorities and advance the global effort to understand and sustainably manage marine resources. AIMS@JCU students are mentored and provided with the skills, knowledge and experience to ensure the next generation of marine science leaders are well placed to meet the challenges of the future.

AIMS@JCU continues to unearth and nurture a wealth of young marine science talent with a high global profile and impact and through uptake of AIMS@JCU graduates into employment by many eminent national and international organisations.

The efficiencies and value of tropical marine science investment is optimised through AIMS@JCU. The strategic alliance is poised to grow and prosper into the future with an enduring legacy of world class tropical marine science leaders.

Visit the [AIMS@JCU website](#)





# About this Opportunity

## About the role

Our AIMS@JCU Administrative Officer, under the direction of the AIMS@JCU Research Director, contributes to the management of operational or administrative systems and services to ensure the efficient and effective functioning of the AIMS@JCU activities. As the first point of contact with AIMS@JCU, you will be required to liaise with AIMS@JCU members, particularly Higher Degree Research (HDR) students, advisors and the general AIMS and JCU community, to respond to their enquiries about AIMS@JCU policies and processes and to help inform members about news and important events.

Importantly, you will work in close collaboration with the JCU employed, AIMS@JCU Office Manager, and will contribute to the successful day-to-day operations of the AIMS@JCU secretariat. You will interact directly with the governing Management Committee, Scientific Advisory Committee and AIMS@JCU members (staff and HDR students) and will provide responsive first point of contact service for AIMS@JCU and the Research Director. You will assist in organising and supporting Management Committee and Scientific Advisory Committee meetings including compilation of data and reports for meeting papers, and ensuring accurate minutes are kept. You will also be responsible for drafting and updating content to maintain AIMS@JCU's social media presence in liaison with the AIMS communication team and JCU Marketing Directorate.

## About you

Your well-developed organisational, time-management, interpersonal and written communication skills, including the ability to work efficiently in a small client focused team, will ensure that you have the capabilities to perform this role.

Using your initiative, problem-solving skills and decision-making capabilities you will maintain systems and practices that promote forward planning to facilitate the smooth delivery of the AIMS@JCU workplan, including compilation of member data for reports, managing the currency of adjunct appointment and register of advisors for relevant AIMS staff, coordinating student awards and logistics, and managing the AIMS@JCU student database with accurate student progress data.

If, after reviewing the position description (refer pages 8-10), you believe that your knowledge, skills and experience will enable you to successfully complete the Certificate III qualification and undertake the position responsibilities, we would be very interested in hearing from you.

The successful candidate will be rewarded with:

- AIMS AOF Level 3 Salary Level (\$66,089 to \$74,468 per annum)
- 15.4% superannuation
- Generous leave provisions
- 40.85hr/fortnight Part-time (0.56 FTE), 2-year opportunity (with possibility of extension)
- Located in Townsville, Queensland



# How to Apply

Your application submission for our Projects Administrative Assistant opportunity should include the following documentation:

- Current Resume (including the contact details of 2 (two) current references);
- Document addressing the Key Selection Criteria (refer to page 7) within the scope of the position description (refer to page 8-11); and
- A short cover letter.

**Shortlisted applicants** may be asked to complete a Personal Outlook Analysis Questionnaire using the Birkman Method.

## Closing Date:

Monday, 07-June-2021, Midnight, Qld time

## Recruitment Contact:

Position enquiries can be directed to Libby Evans-Illidge at [e.evansillidge@aims.gov.au](mailto:e.evansillidge@aims.gov.au)

## How to Apply:

Please submit your application via our [website](#).

Further information on the application process and tips for writing your responses to the selection criteria are available via our [Recruitment Application Guide](#).



# Selection Criteria

## Essential

- Demonstrated experience providing high-level administrative assistance and support relevant to the role.
- Demonstrated track record of successfully working both independently and as part of a team.
- Demonstrated experience using a range of office equipment and database software packages, including the Microsoft suite of applications.
- Strong organisational skills, including the ability to balance competing priorities, establish appropriate workflows, work effectively in a busy and demanding environment, and meet established deadlines.
- Flexibility and willingness to adapt within a constantly changing work environment, including a high level of responsiveness to fluctuating workloads.
- Well-developed interpersonal and negotiation skills, and demonstrated experience dealing with people at a range of levels and diverse backgrounds.
- Demonstrated experience delivering excellent customer service managing inquiries and exercising appropriate confidentiality and discretion.

## Highly Desirable

- Demonstrated understanding of a research organisation, university or business that includes office, laboratory and field-based work.
- Demonstrated understanding of candidature management systems for Higher Degree Research training.



# Position Description

## AIMS@JCU Administrative Officer

<b>Team Membership:</b>	AIMS@JCU, Research Services (6002)
<b>Primary Location:</b>	Townsville, Queensland
<b>Direct Supervisor:</b>	Research Director, AIMS@JCU (21008)
<b>Position Classification:</b>	AIMS AOF 3
<b>Functional Area:</b>	Administrative Services
<b>Position Summary:</b>	<p>AIMS@JCU is a strategic alliance between the Australian Institute of Marine Science (AIMS) and James Cook University (JCU). It facilitates collaborative world class marine research between both institutions including through joint Higher Degree Research students enrolled at JCU and co-supervised within the AIMS Research Plan.</p> <p>Under the direction of the AIMS@JCU Research Director, the role will contribute to the management of operational or administrative systems and services to ensure the efficient and effective functioning of the AIMS@JCU activities.</p> <p>Working in collaboration with the JCU employed, AIMS@JCU Office Manager, this role contributes to the successful day-to-day operations of the AIMS@JCU secretariat.</p> <p>The role will interact directly with the governing Management Committee and AIMS@JCU members (staff and students) and provide excellent first point of contact service with incoming emails, phone calls and mail for AIMS@JCU and the Research Director along with diary management.</p>
<b>Position Responsibilities:</b>	<p>Collaborate with the JCU-employed Office Manager, and the AIMS' Research Director and Assistant Research Director, to provide administration support to the AIMS@JCU secretariat.</p> <p>Organise and support Management Committee meetings including compilation of data and reports for meeting papers, and ensuring accurate minutes are kept.</p> <p>Organise and coordinate event logistics including professional development courses and workshops for AIMS@JCU members, student writing retreats, and the annual student seminar day.</p> <p>Maintain systems and practices that promote forward planning for the smooth delivery of the AIMS@JCU workplan, including compilation of member data for reports, managing the currency of adjunct appointment and register of advisors for relevant AIMS staff, coordinating student awards and logistics, and maintaining the AIMS@JCU student database with accurate student progress data.</p> <p>As the first point of contact with AIMS@JCU, liaise with AIMS@JCU members, particularly HDR candidates, advisors and the general AIMS and JCU community via telephone, email and in person to address enquiries about AIMS@JCU policies and processes and to help inform members of AIMS@JCU news and important events.</p>



# Position Description

## AIMS@JCU Administrative Officer

	<p>Assist the Research Director to manage AIMS@JCU priority tasks including filtering emails, diary management and assisting in the compilation of appropriate documents, reports, and information for meetings and appointments.</p> <p>Update and provide input into maintaining AIMS@JCU's social media presence in liaison with the AIMS communication team and JCU Marketing Directorate to ensure AIMS@JCU branding and messaging is current, appealing and in alignment with both AIMS and JCU requirements.</p> <p>Comply with AIMS' workplace safety policies and procedures to ensure a safe workplace.</p> <p>Comply with AIMS' Intellectual Property policies and procedures to ensure AIMS intellectual assets are captured, managed and protected.</p> <p>Comply with AIMS' Code of Conduct ensuring the standards of conduct required of an AIMS staff member are upheld.</p> <p>Adhere to, uphold and demonstrate the AIMS values.</p>
<b>Key Responsibilities and Performance Standards</b>	
<b>Science Outputs:</b>	Assist in providing administrative support to the Research Director, Assistant Research Director and AIMS@JCU members.
<b>Occupational Health &amp; Safety:</b>	<p>Identify workplace hazards and with your Supervisor's guidance take corrective action.</p> <p>Immediately report any work-related accident, injury or near miss to your direct supervisor.</p> <p>In line with AIMS' Health and Safety Policy policies and procedures, participate in Manual Task (Functional) Assessments and Fit for Work medical assessments as required.</p>
<b>Intellectual Assets:</b>	Ensure compliance with AIMS Intellectual Property policy, procedures and guidelines
<b>Delegations:</b>	\$2,000
<b>Teamwork/supervisory:</b>	<p>Direct Reports: Nil</p> <p>To work as a member of a multi-disciplinary team that values diversity while ensuring achievement of AIMS' goals and objectives.</p>
<b>External Customer, Partner, Collaborator and Stakeholder Requirements:</b>	<p>Respond to the requests of the Research Director when dealing with members of the public.</p> <p>The position requires frequent liaison with collaborators at the partner institution JCU.</p>

# Position Description

## AIMS@JCU Administrative Officer

<b>Internal Organisational relationships:</b>	<p>Reports to (FLS): Research Director, AIMS@JCU (21008)</p> <p>Next level supervisor: TBA</p> <p>Develop and sustain positive work relationships of AIMS Research Services, Corporate Services and other staff as required.</p> <p>Develop and sustain positive work relationships with members of AIMS@JCU who may be AIMS staff, AIMS@JCU students, or JCU staff.</p>
<b>Financial responsibilities and accountabilities:</b>	<p>Contribute to positional budget requirements.</p> <p>Manage AIMS funds in a responsible manner and within delegation.</p> <p>Comply with AIMS Fraud Prevention Plan ensuring the standards of conduct and ethical behaviour required of an AIMS staff member are upheld and that suspected fraudulent activity is prevented and/or reported.</p>
<b>Innovation, problem solving and continuous improvement responsibilities:</b>	<p>Collaborate with AIMS@JCU staff employed by either JCU or AIMS, in day-to-day operations of AIMS@JCU.</p> <p>Contribute to the continuous improvement of existing project processes, policies and procedures and provide recommendations in line with AIMS guideline</p>
<b>Planning responsibilities:</b>	<p>Plan work activities to ensure achievement of timelines.</p> <p>Contribute positional requirements to planning.</p> <p>Actively participate in own personal performance planning and evaluation.</p>
<b>Communication responsibilities:</b>	<p>Apply excellent verbal and written communication skills.</p> <p>Interact with other team members to facilitate achievement of shared team goals.</p>
<b>Skills and Knowledge</b>	
<b>Essential Skills and Knowledge:</b>	<p>Well-developed communication, consultation, and administrative assistance and liaison skills appropriate to the position.</p> <p>Ability to work as part of a team, providing backup to other Executive Assistant positions.</p> <p>Ability to develop and maintain close stakeholder and client relationships on behalf of AIMS@JCU.</p> <p>High-level organisational skills and the ability to balance competing priorities, work effectively in a busy and demanding environment, and achieve set deadlines.</p> <p>Strong commitment to and sound knowledge of principles and practices of Occupational Health and Safety and Workplace Diversity and Inclusion</p>
<b>Desirable Skills and Knowledge:</b>	<p>Demonstrated understanding of Australian publicly funded research organisations, universities or businesses involved in research.</p> <p>Demonstrated understanding of candidature management systems for Higher Degree Research training.</p>



# Position Description

## AIMS@JCU Administrative Officer

Qualifications and Experience	
Essential Qualifications and Experience	<p>Certificate IV – Business Administration or equivalent experience in providing high-level administrative support and assistance at a senior level.</p> <p>Demonstrated experience at scheduling meetings, preparing agendas and taking minutes.</p> <p>Experience in managing and prioritising emails for senior staff.</p> <p>Demonstrated initiative, capacity to solve problems and make decisions to achieve defined objectives.</p> <p>Mature workplace attitude, flexibility, discretion and judgement, and the ability to maintain the confidentiality of issues within the office.</p> <p>Demonstrated previous experience at arranging functions.</p> <p>Strong demonstrated experience with Microsoft Office 365 tools including Word, Excel, Teams, PowerPoint, Outlook.</p> <p>A flexible approach to work demands.</p>
Desirable Qualifications and Experience:	Tertiary qualifications in Business Administration
Technology & Equipment	
Technology & Equipment Used:	Networked personal computer using MS Windows, Office 365 and Outlook, general and specialist software packages, electronic file management including archiving, and general office equipment.
Other Special Requirements	
	<p>Current QLD C Class Open Drivers Licence or the willingness to obtain.</p> <p>Successfully participate in Manual Task (Functional) Assessments and Fit for Work medical assessments as required.</p> <p>Non-Australian Citizens must hold an appropriate Visa with working entitlements that allows paid employment with AIMS for the term of the appointment, depending on the relevant Department of Home Affairs policies</p>



# About the Location

## Townsville

Townsville is a vibrant and rapidly growing city in North Queensland. Surrounded by the Great Barrier Reef, numerous coastal islands, the Wet Tropics rainforest and the outback, and less than two hours by plane from Brisbane, the region experiences a warm tropical climate with more than 300 days of sunshine each year.

A diverse economic base with strengths in government administration, health, defence, education, marine science, natural resource management, manufacturing and mining, ports and shipping and agriculture supports a current population of over 190,000 people.

Boasting a relaxed lifestyle, residents of Townsville enjoy access to world class educational, medical, sporting and recreational facilities. Townsville attracts high quality national and international festivals, cultural and sporting events.

For further information visit [www.townsville.qld.gov.au](http://www.townsville.qld.gov.au).

## Townsville Traditional Owner Groups ([link to Townsville City Council Website](#))

Our Traditional owners and custodians, the Bindal and Wulgurukaba People are the first people to have lived in the Townsville region.

### The Bindal People

The Bindal people call the country “Thul Garrie Waja”. An important symbol for the Bindal people is the shooting star. They believe that wherever the star fell, or the direction the star fell meant there was either danger coming or someone from that direction was in need of help or in danger.

### The Wulgurukaba People

The Wulgurukaba people call their country “Gurrumbilbarra”. Wulgurukaba means “canoe people”. An important symbol of the Wulgurukaba people is the carpet snake. Wulgurukabas creation story tells the story of the creation snake that comes down from the Herbert River, went out to sea, creating the Hichinbrook Channel, and down to Palm and Magnetic Islands. His body broke up, leaving parts along the coast. The tail of the snake is at Halifax Bay, his body is at Palm Island, while his head rests at Arcadia, Magnetic Island.

## Townsville Facility

AIMS headquarters is south of Townsville, Queensland at Cape Ferguson. We are about 50 km from Townsville’s CBD, is an international landmark in tropical marine science and home to the [National Sea Simulator \(SeaSim\)](#).

It is adjacent to the centre of the Great Barrier Reef and surrounded by a 207-hectare national park and marine reserve. The area is free from development, is biosecure and has access to clean seawater and a protected harbour.

### Finding us ([link to our Website page](#)):

Head south from Townsville on the Bruce Highway (A1). Approximately 37 km from the city centre, turn left at the signposted turn-off to AIMS, onto Cape Cleveland Rd. Follow this road for a further 16 km until you arrive at the Institute.

Please note there is no public transport to the Institute.