Job Description

SAP position number: 80000209
Classification: EL2
Date approved: Closing date:

Job Title: Science Planning and Coordination Manager
Division: Australian Antarctic Division
Branch: Science
Section: Science Planning and Coordination
Location: Kingston, Southern Tasmania
Group: Head Office

Job is accountable to: Chief Scientist
Security clearance level required: Negative Vet 1

Note: If a security clearance is required the successful applicant must obtain and maintain the appropriate security clearance level for the duration of their employment in the position.

Function of the position

The Science Planning and Coordination Manager leads and manages a small team within the Australian Antarctic Division (AAD) Science Branch, providing a range of research office, governance and communication functions for the science branch. The position also leads and coordinates the administration and planning of all science and non-science projects within the Australia's Antarctic Program. Demonstrated, high level experience leading or managing science research projects is required.

The Science Planning and Coordination Manager will interact with the Antarctic and general scientific community, both within Australia and internationally. The Science Planning and Coordination Manager will also interact with a wide range of senior employees within the AAD and senior representatives of other agencies including Commonwealth and state government departments and scientific institutions.

The successful candidate will lead a small high-performing team and have the ability to establish effective networks and to work collaboratively with a wide range of stakeholders. They will be highly professional, have high level management skills and attention to detail. They will have sound decision making capability and judgement and will have the flexibility to adapt to shifting priorities and imperatives to produce high quality outputs, often in very short and changing time frames.

Working Environment

The Australian Antarctic Division (AAD) is part of the Commonwealth Department of the Environment. As primary agency for Australia’s Antarctic Program, the AAD is responsible for achieving the Australian Government’s Antarctic goals.

These goals are: to maintain the Antarctic Treaty System and enhance Australia’s influence within it; to protect the Antarctic environment; to understand the role of Antarctica in the global climate system; and to undertake scientific work of practical, economic and national significance.

The AAD also has responsibility for administering the Australian Antarctic Territory and the Territory of Heard and McDonald Islands.

Key Activities/Responsibilities

Under broad direction from the Chief Scientist the Manager, Science Planning and Coordination will:

1. Provide scientific leadership and research experience, high-level administrative, and governance skills to manage and coordinate the Australian Antarctic Science Program.
2. Lead and manage the Science Planning and Coordination section, including managing the science and non-science application and grants systems, ethics approvals, internal and external program reporting and organising workshops and conferences.
3. Supervise the activities of staff within the Science Planning and Coordination section including performance management, conflict resolution and identification of training needs of employees. Promote and enhance development of a safe workplace, including wellbeing of staff. Mentor and encourage continuous development and empower employees.

4. Actively contribute to Science Branch management within the branch executive, including undertaking tasks to support branch business, and the provision of policy advice on the research environment in Australia and selected regions overseas.

5. Demonstrate high level science communication skills including the ability to provide plain English briefings/reports/plans/presentations on the Australian Antarctic science program to a wide range of stakeholders and the public as required.

6. Manage and coordinate science strategic planning including provision of secretariat support for the Australian Antarctic Science Council, undertaking science seasonal planning, designing and delivering administrative processes to implement the Australian Antarctic Science program in accordance with the Antarctic Science Strategic Plan.

7. Maintain a detailed knowledge of all science projects and logistic plans maintaining contact with chief investigators, providing advice and assistance as required.

8. Maintain an effective stakeholder network including; senior government officials within the Department of the Environment, other government departments, external research agencies, scientific community, other polar programs and within all branches of the Australian Antarctic Division.

### Reporting Arrangements

Position reports directly to the Chief Scientist.

### Personal attributes

All criteria will be assessed in relations to the applicants ability to perform the duties of the position in accordance with APS Values, APS Employment Principles and the APS Code of Conduct, details of which can be found on the APSC website, as well as in accordance with the social justice principles of equity and workplace diversity and workplace health and safety policy, practices and procedures.

### Qualifications Requirements

A degree or diploma in a relevant discipline of science from an Australian tertiary institution, or a comparable overseas institution, or demonstrated equivalent experience.

A higher degree in scientific research would be beneficial.

### Employment Conditions

The successful applicant will meet mandatory and qualification requirements, satisfy required security and character checks and be the one who best meets the requirements of the position overall.
**Application – what’s required**

1. Download and complete the [Application cover sheet](#).
2. Complete a statement of claims addressing your suitability for the position, with emphasis on recent work examples and their relevance to the key activities and responsibilities of this position, and in line with the [APS Work Level Standards](#) for this position – please ensure that you check the Work Level Standard appropriate to the actual classification of this position. **This statement should be a maximum of 3 - 4 pages.**
3. Attach a current Curriculum Vitae and the contact details for two referees, one of whom should be your current (or most recent) supervisor.
4. Please forward application via email to recruitment@aad.gov.au

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November 2015

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