



Projects Officer

Job Reference	80000890
Classification	APS6
Division	Australian Antarctic Division
Branch	Technology & Innovation
Section	Polar Linkages Section
Location	Hobart, TAS – 203 Channel Highway, Kingston, Tas 7050
Employment Status	Ongoing (permanent)
Hours	Full time
Security Clearance	Baseline

Who we are

The Australian Antarctic Division (AAD) is part of the Commonwealth Department of Agriculture, Water and the Environment. As primary agency for Australia's Antarctic Program (AAP), 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.

The Technology & Innovation Branch (T&I) is responsible for leading the design and development of new capabilities and innovative technologies for the AAP in the areas of Antarctic science, operations and asset management. The Branch also manages core technical functions and facilities and supports the AAD in providing platforms to deliver world leading Australian Antarctic Program outcomes.

The Polar Linkages Section is a high performing team that plays a critical role in the organisation, with responsibilities including the introduction of new technologies to enhance AAD programs and contributing to high-level planning. The Polar Linkages team operates in a dynamic environment; requiring team members to function with a high level of autonomy while delivering on highly complex work and projects, often under short time frames and concurrently. An initial role will be to provide assistance into the commissioning and transition activities for RSV Nuyina's science systems through planning and engagement within the AAD and more broadly across the AAP. The position will be required to support the planning of scientific research and the introduction of new technologies and capabilities, with an emphasis on project support to voyage planning and engagement within the T&I Branch to ensure technical challenges are identified and proactively managed.

The Job

The Projects Officer reports directly to the Projects Manager (Polar Linkages section) who will provide broad guidance on the tasks to be performed. Based at the Head Office of the Australian Antarctic Division in Kingston, the Projects Officer is responsible for support of T&I Branch functions and initiatives and the AAP's Marine Science program.

The Projects Officer will be pro-active, flexible, adaptable and able to work in environments which are sometimes stressful and where priorities change, sometimes in short and / or shifting time frames. The successful applicant will be a motivated self-learner and starter with broad technical awareness as well as excellent verbal and written communication skills. They will have the skills and capacity to work in a small team and develop and support quality working relationships with a range of stakeholders to develop proposals, respond to needs, manage expectations and solve problems. They will have sound judgement and highly developed problem-solving capabilities and the ability to prioritise between competing high-level demands as well as good time management skills. They will be adaptive, proactive, innovative and resilient.

Under guidance from the Projects Manager, the Projects Officer is required to:

- Manage and contribute to projects in support of T&I Branch activities, including RSV Nuyina's introduction and operation.
- Manage AAD and Branch technical and support equipment to ensure items are maintained and inspected in accordance with relevant policies.
- Assist with planning within the AAD/AAP including the provision of advice to stakeholders on RSV Nuyina's capabilities, science planning and technical support requirements, policies, procedures and processes.
- Promote and develop full capability use of RSV Nuyina's science systems.
- Develop and maintain collaborative relationships within the AAD to ensure appropriate technical expertise is consulted with in support of T&I Branch tasking.
- Provide services to stakeholders including managing and resolving resourcing conflicts and problem solving.
- Support and actively promote a culture of safety, compliance and continuous improvement within the work place (including on vessels at sea and at Antarctic field sites).
- Assist in ensuring that the AAD can meet its policy and government objectives.

What we are looking for

The successful candidate will have demonstrated project management experience and strong technical skills. They will be an excellent communicator and a collaborative team player, able to work effectively in a small team with minimum supervision. They will be passionate about science, technology and innovation, with a commitment to exploring new capabilities to enhance the conduct of AAD/AAP activities. They will maintain a personal and practical commitment to the AAD's WHS and environmental policies, setting the example and leading by their actions.

Knowledge and experience

- Relevant experience in project management and project management methodology.
- A scientific background with experience in maritime operations would be advantageous.

Skills and capabilities

We thrive when our teams are made up of people from different backgrounds, cultures, genders, education, training and skills.

Skills and capabilities form the selection criteria that candidates will be assessed against.

1. Proven project management experience. The ability to achieve results on challenging and multi-faceted projects, the introduction of new technologies, the management of change and the adherence to timelines.
2. Demonstrated ability to think strategically when identifying and solving problems, developing innovative solutions, critically evaluating options, assessing risk.
3. Demonstrated ability to communicate effectively to a wide range of audiences, to maintain strong relationships with key stakeholders and collaborators, and to effectively represent and negotiate on behalf of the Section.
4. Demonstrated ability to work as part of a team, a history of professional and respectful behaviours and attitudes in a collaborative environment.
5. Strong technical awareness with the ability to research and understand complex systems and concepts and to apply this knowledge to a capability or process.
6. Strong communication skills, both written and verbal, including the ability to contribute to the development of complex technical and non-technical documentation.

Desirable/Mandatory qualifications

- For this position there are specific medical, adaptability and personal qualities requirements because the successful applicant will be expected to undertake periods of fieldwork in Antarctic and sub-Antarctic regions and will therefore be required to meet the following criteria:
 - Demonstrate the range of personal qualities and interpersonal skills necessary to perform as a successful team member within isolated Antarctic and sub-Antarctic environments.
 - Be certified as fit for Antarctic service by the AAD's Polar Medicine Unit (PMU), after tests conducted by a medical practitioner nominated by the AAD.
 - Demonstrate an ability to effectively adapt and respond to the demands of living and working in an isolated and confined environment as determined by a psychological (adaptability) assessment.
- The successful applicant must hold and maintain a driver's licence.

Employment Conditions

This position is based at Kingston, Tasmania and will require the occupant to participate in Marine Science Voyages which may be up to 3 months duration and may require participation on other voyages or at stations in support of AAD/AAP Science Programs.

The position may require travel domestically and within Tasmania.

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

Eligibility and other requirements

Citizenship - To be eligible for employment with the Department of Agriculture, Water and Environment you must be an Australian citizen.

Pre-employment Check - Your suitability for employment will be assessed through a pre-employment screening process. This process includes a requirement to undergo and satisfy a National Police Check, referee checks, character clearance and where required a pre-employment medical assessment, specified mandatory qualification(s) validation and a probation period of 6 months.

Security clearance - the successful applicant must obtain and maintain a Baseline security clearance level for the duration of their employment in the position.

Statement of claims

Applicants are required to submit a current Curriculum Vitae / Resume and a statement of claims (**two page maximum**) outlining why you are interested in this position and why you believe that you have the skills, knowledge and experience to be considered for this role. Please provide examples which demonstrate your ability to perform the duties of the position.

The key areas, or points, listed above describe the particular skills, abilities, knowledge and where applicable the qualifications required to achieve the desired outcomes for the role and your statement of claims against these is an essential part of the shortlisting process. If shortlisted, applicants may be asked to attend an interview to provide further examples against these key areas/points to demonstrate their ability to perform the duties of the position.

Applicants must demonstrate the ways in which they will be of value for the job and the organisation. You must make sure that you adequately address each key area or point and cite evidence of your suitability. Do not simply state that you meet the requirements - it is essential that you provide examples from your current or past role(s) which demonstrates how you meet each of the key areas or points. You should focus on how your experience, achievements and capabilities will enable you to successfully undertake the responsibilities of the role(s).

The Australian Public Service Commission has produced an excellent guide to applying for jobs in the Australian Public Service. You can access this information at APSC's [Cracking the Code](#).

Work Health and Safety Obligations

All workers (APS 1-Secretary) have a duty to take reasonable care for their own health and safety whilst at work, to ensure their acts or omissions do not adversely affect the health and safety of other persons and to comply with any reasonable instruction given to comply with the Work Health and Safety legislation.

All supervisors and managers (APS5-EL1) play a significant role by modelling safe work behaviours and clearly setting the standard for acceptable behaviour in the workplace. Supervisors and managers play a critical role in supporting 'Officers' to exercise due diligence and in consulting with duty holders.

An Officer (EL2-Secretary) makes and participates in making decisions that affect the whole or a substantial part of the department. Employees at the SES Band 2 and above classification are considered to be Officers under the Work Health and Safety Act 2011 (Cth) with all EL2 and above required to complete officer due diligence training. Officers have a duty to be proactive and continuously ensure that the department complies with relevant duties and obligations.

RecruitAbility

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the position. For more information see <https://www.apsc.gov.au/recruitability>

Contact

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