



# Candidate information pack

General Manager, Reef Protection  
(SES Band 1)

Great Barrier Reef Marine Park Authority

**Reference No: 753**

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Unit 120A, Mode 3 Building  
24 Lonsdale Street, Braddon ACT 2612  
PO Box 5125, Braddon ACT 2612  
T 02 6232 2200 • F 02 6232 2222  
E [admin@execintell.com.au](mailto:admin@execintell.com.au)

# General Manager, Reef Protection

## Position description

### Position Overview

**Reports to:** Chief Executive Officer **Staff:** Approximately 100 indirect and 7 direct reports

**Location:** Townsville, QLD

The General Manager of the Reef Protection Branch is responsible for the leadership and management of key planning, delivery and compliance functions within the Great Barrier Reef Marine Park Authority (the Authority) and is a key member of the Executive Leadership Team.

The role provides strategic advice to the Chief Executive Officer and Minister on the major issues affecting the Authority and is responsible for building and maintaining the capability of the branch to ensure the effective delivery and implementation of government policies and compliance frameworks.

The Reef Protection Branch comprises sections responsible for the following areas:

- Environmental Assessment and Protection
- Policy and Planning
- Field Management Operations
- Field Management Strategy
- Reef Interventions

The Reef Protection branch plays a dynamic and innovative role protecting the Great Barrier Reef and promoting ecologically sustainable use of the Marine Park. The branch supports the effective management of the Marine Park and World Heritage Area with a focus on collaborating with Traditional Owners and modernising our approach to managing risks to the Marine Park, transforming Marine Park policy, planning and regulation, delivering conservation actions and enhancing our in-park presence. The branch is responsible for the application of an efficient and risk-based permissions system, maintaining and developing new streamlined regulatory processes; ensuring regulatory compliance and delivering pre-emptive and contemporary planning, policy and management arrangements that promote reef resilience and the Reef Joint Field Management Program, a partnership with the Queensland Parks and Wildlife Service.

### The role of the SES

Members of the Senior Executive Service (SES) have a role in the APS that goes beyond that of other leaders. This role is acknowledged in the Public Service Act 1999 (the Act). Section 35 of the Act states that the functions of the SES are to:

- Provide APS wide strategic leadership of the highest quality that contributes to an effective and cohesive APS.
- Provide professional/specialist expertise, policy advice, program or service delivery and regulatory administration at a high level.
- Promote cooperation within and between other agencies including to deliver outcomes across Agency and portfolio boundaries.
- Promote, by personal example and other appropriate means, the APS values, the APS employment Principles and compliance with the Code of Conduct.

The SES also has a role in supporting Agency Heads and Secretaries as stewards of the broader APS. Stewardship looks to build for the future, continually developing the right capability so that the APS can always deliver the best outcomes for the Australian community.

### Knowledge, Skills and Abilities

The suitable candidate 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.

- You are a strategic thinker, self-motivated with experience managing diverse teams in a complex and fast paced environment.
- You will be experienced in managing relationships and expectations of others to achieve outcomes, and foster excellent business partnerships across the agency's business lines to achieve common goals.
- You thrive in positions of responsibility, and promote innovation and adaptation.
- You can prioritise and align operational activities to organisation goals and complete tasks on time and to a high standard with limited resources.
- You have strong leadership credentials and an ability to engender trust and respect complemented by sound judgement, a strong focus on results and the ability to solve complex issues and build organisational capability.

### Key internal and external relationships

- Members of the Executive Leadership Team (General Managers)
- Directors from across the agency – Senior Management Team
- Commonwealth Government agencies particularly the Department Agriculture, Water and the Environment
- Counterparts in other Federal and State departments/agencies

### Duties

The duties for General Manger, Reef Protection include:

1. Provide leadership and management to build and maintain the capability of the Branch for the effective delivery of government policies, strategies and programs.
2. As a member of the Executive Management Group (EMG) provide guidance and contribute to the strategic management, operational integrations, policy direction and formulation for the Authority.
3. Maintain a high level of informed awareness of developments in the Authority's operating environment, and report and provide high level advice to the CEO, and Senior Management Team on issues affecting the Authority's management of the Marine Park.
4. Assist the CEO in the provision of external advice and reporting on Marine Park Management and Authority operations.
5. Provide advice to the Minister, Board, CEO and Executive on all matters within your branch.
6. Represent the Authority, establishing productive relationships to enhance business effectiveness and undertake high-level liaison at local and national fora.
7. Exercise legislative and administrative delegations on behalf of the CEO.

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 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 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 Authority as in force from time to time.
3. You will model and uphold the Authority's behaviours that will deliver our ideal culture:



### Qualifications and Experience

Relevant qualifications and/or senior level experience in government and/or the private sector leading complex and diverse teams including operational teams are desirable. In addition, membership of relevant professional associations or institutes will be well regarded.

Experience in providing advice and guidance to a Board or Ministers and experience working as part of a leadership group responsible for setting the strategic direction for an organisation is desirable.

### Security

This position requires the successful candidate to have (or the ability to obtain) a Negative Vetting Level 1 security clearance.

### Tenure

The successful candidate will be offered ongoing employment under the *Public Service Act 1999*.

### Remuneration

A Total Remuneration Package (TRP) reflecting the importance of the position will be negotiated with the successful candidate. The TRP comprises of:

- Base salary
- Superannuation
- Motor vehicle allowance
- Official parking

Other entitlements (in addition to TRP) may include:

- Airline lounge membership
- Home office support
- Provisions for leave and relevant allowances (e.g. travel) etc.
- Relocation assistance (if relevant)

## Eligibility

To be eligible for engagement to the Australian Public Service (APS), applicants must be Australian citizens or have permanent residency status pending the granting of Australian citizenship. There are also restrictions on the employment of people who have received a redundancy benefit from an APS agency or the Australian Parliamentary Service and who is still within their 'redundancy benefit period' or restriction period. These arrangements do not apply to persons who have received a redundancy benefit from a non-APS Commonwealth employer, from a State/Territory Government employer, or from the private sector. There are no restrictions on such persons competing on merit for APS employment.

Prospective appointees will be required to satisfy health, character and security checks.

Please note that, with any vacancy, it is important that you check your own circumstances and ability to meet the eligibility requirements.

## RecruitAbility

RecruitAbility applies to this vacancy. You will be invited to participate in further assessment activity for the vacancy if you choose to apply under the RecruitAbility scheme; declare you have a disability; and meet the minimum requirements for the job.

For more information see: [www.apsc.gov.au/priorities/disability/recruitability](http://www.apsc.gov.au/priorities/disability/recruitability).

## 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 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 Authority sits within the Australian Government Agriculture, Water and Environment Portfolio and reports to the Minister for the Environment. 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.

## More information

More information about the Organisation is available at: <https://www.gbrmpa.gov.au/>

## 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.

Your application should include a CV and a statement of claims (a short 'pitch' of approximately 1000 words or 2 pages) drawing out why you are interested in the role, what you offer the agency, your skill set, relevant career history and achievements, and your leadership attributes. In preparing your application you may also wish to take account of the following selection criteria which apply to SES roles in the APS.

## Selection criteria

### 1. Achieves Sustained Results

*Relevant capabilities and behaviours:*

- Builds organisational capability and responsiveness
- Marshalls and develops professional expertise
- Steers and implements change and deals with uncertainty
- Ensures closure and delivers on agreed results (time, cost and quality)

### 2. Cultivates productive working relationships

*Relevant capabilities and behaviours:*

- Nurtures internal and external relationships
- Facilitates cooperation and partnerships
- Values individual differences and diversity
- Guides, mentors and develops people

### 3. Exemplify personal drive and integrity

*Relevant capabilities and behaviours:*

- Demonstrates Public Service professionalism and probity
- Engages with risk and shows personal courage
- Commits to action
- Displays resilience
- Demonstrates self-awareness and a commitment to personal development

### 4. Communicates with influence

*Relevant capabilities and behaviours:*

- Communicates clearly
- Listens, understands and adapts to audience
- Negotiates persuasively

### 5. Shapes strategic thinking

*Relevant capabilities and behaviours:*

- Inspires a sense of purpose and direction
- Focuses and acts strategically
- Harnesses information and opportunities
- Shows judgement, Intelligence and common sense

## About Executive Intelligence Group

**Executive Intelligence Group** is a Canberra based executive search and recruitment management firm. We specialise in finding, selecting, developing, coaching and mentoring senior executives across a range of different contexts and sectors.

We are held in high regard by senior decision makers and would be recognised as having exceptional coverage in terms of the number and nature of agencies for which we have completed assignments.

We have extensive experience in generalist, 'difficult to fill' and specialist executive roles, bulk rounds, statutory appointments and private sector positions and an outstanding reputation in dealing with Secretaries, senior executives CEOs and Boards.

If, after reading the selection documentation, you require further information please contact **Tricia Searson** or **Karina Duffey** on (02) 6232 2200.

**Applications must be submitted through the Executive Intelligence Group website.**

## How to apply

**Executive Intelligence Group** has the capability to receive applications online via our website.

A major benefit of lodging an application through our system is that your details will now be saved in your personal, confidential account. This means that, should you apply for any future roles through us, you will not have to re-enter this information and this will hopefully make the application process easier for you. If at any time your personal details change you are able to update this via your account. It is important to us that you find our website easy to use. If you have any feedback on how we can make the website more user friendly to assist you in completing an application or downloading candidate information, please let us know.

At **Executive Intelligence Group**, we respect the confidentiality of the personal information you provide to us and understand that your privacy is critical.

To review our Privacy Policy please click here: <https://executiveintelligencegroup.com.au/privacy-policy/>.

### Important things to note:

- When you apply for the first time, please create an account and make a note of your username and password;
- For subsequent applications, you will need to log in to your account and submit your application along with your CV and statement of claims/pitch. I.e. you will need to submit an application for **EVERY** vacancy you are interested in - submitting one application does **NOT** mean you will automatically be considered for other vacancies with Executive Intelligence Group.
- Please have your CV and statement of claims/pitch ready to upload in a single document. Make sure you take account of the requirements of the position and the selection criteria (if required) against which you will be assessed. In your CV, it is useful for you to provide a quick snapshot of the key responsibilities you have had in each role over the last 5 years;
- You will have an opportunity to review, edit and print your application before you submit. However, once it is submitted you will not be able to make any changes;
- In the event that you do not receive an automated email confirming your application has been submitted it is very important that you contact us as there may be an issue with your application lodgement;
- If you do not hear from us about the progress of your application within 3 weeks from the close date, please contact us for an update; and
- If at any time, you wish to withdraw from this process you will need to send an email to [admin@execintell.com.au](mailto:admin@execintell.com.au) to let us know. You are unable to withdraw your application directly from the website.

**We can be contacted on 02 6232 2200 or [admin@execintell.com.au](mailto:admin@execintell.com.au).**

### How to apply online:

4. Go to the Executive Intelligence Group website and navigate to the Vacancies page (<http://www.executiveintelligencegroup.com.au/vacancies/>);

5. Find the vacancy you are interested in applying for and click 'More Info'. This will enable you to download the candidate information pack. This will assist you on how approach your application;
6. When you are ready to apply, find the vacancy you are interested in applying for and click 'Apply';
7. Read the information about applying and press 'Start';
8. This is where you will create your account if you are applying for the first time. If you have used our system previously you can log in with your user name and password;
9. From here you will be guided through an online application form;
10. At the end of the form you will be prompted to upload your CV and selection criteria/pitch. You **MUST** have your name referenced within the document/s you upload. Please note you should have this already saved in a single document it is preferable to keep the file name of the document short and without symbols for example: **Surname First Name Ref No Job**. Where possible please upload your documents in PDF format, we are also able to accept documents in Word format.
11. If you wish to change any of the sections before you submit you can click on the 'Summary' table on the right-hand side which will take you to the specific page;
12. Submit your application; and
13. You will receive an automatic email with a copy of your application.