



Australian Government

Department of Climate Change, Energy, the Environment and Water

Assistant Director, Manager Australian Biological Resources Study

Job Reference	2024/2260
Classification	EL 1 - \$120,290 - \$129,379
Division	Parks Australia
Branch	Science & Australian National Botanic Gardens
Section	Biodiversity Science & Knowledge
Location	Canberra - ACT, Hobart - TAS
Employment Status	Ongoing (permanent)
Hours	Full Time
Security Clearance	Baseline Vetting

Who we are

Australia's natural and cultural heritage is unique. Our land and seascapes are distinctive, home to plants and animals found nowhere else in the world, and to some of the oldest living cultures on earth. These environments and cultures are an essential part of our national identity, and visitors travel from across the country and the world to experience them. The Director of National Parks (the Director) is responsible for six national parks, the Australian National Botanic Gardens, 58 Australian Marine Parks and the Heard Island and McDonald Islands Marine Reserve established under the Environment Protection and Biodiversity Conservation Act 1999.

Parks Australia is the federal park agency that supports the Director, and they are a division of the Department of Climate Change, Energy, the Environment and Water (the Department). We work to showcase these natural and cultural wonders to the world, demonstrating to all why these places are so special, and inspiring communities to become more invested in their care and future.

The Science and Australian National Botanic Gardens Branch leads science and conservation planning and policy for Parks Australia and conducts research in conservation and biodiversity management through a range of programs. We engage in and coordinate diverse research partnerships and ensure First Nations knowledge and innovative solutions are core to our work, enabling us to enhance engagement and embed science into decision-making at all levels.

Our work includes:

- Strategic science planning and prioritisation and shaping research partnerships for Parks Australia
- Leading cross-cutting research to support Parks Australia – in areas such as climate change adaptation, nature positive and knowledge weaving
- Providing scientific support for Protected Areas policy and Park Management Plans

- Managing the Australian National Botanic Gardens, home to our Branch and the nation's largest living collection of native plants
- Innovation in the cross-cutting application of new technologies and data analytics to meet science and application outcomes
- Facilitating research and science capacity building and education
- Curating national collections of biological data and conserving and protecting plants through systematics research, seed banking and ex situ conservation
- Regulatory compliance, operational frameworks and capability support for the use of drones across the Department

The Biodiversity Science and Knowledge Section comprises four teams:

- Australian Biological Resources Study
- Bush Blitz
- Biodiversity Informatics
- Centre for Australian National Biodiversity Research.

Our team is dedicated to the science of taxonomy and systematics. We do this by facilitating research in the field, supporting researchers and building capacity, providing authoritative fundamental data on nomenclature and taxonomy for Australian species of plants, animals and fungi, performing research on taxonomy, systematics and conservation of Australian species (particularly plants), public outreach and education, and curating over 1.2 million plant specimens in the Australian National Herbarium.

The Job

The Australian Biological Resources Study (ABRS) delivers high-quality authoritative nomenclature and taxonomy data for Australia's biodiversity, supports the research sector via grants and capacity-building, and provides strategic leadership for stakeholders. Management of ABRS is a complex and rewarding role, requiring skills in leadership, sound understanding of budgets, and project coordination. Use your skills in building teams and partnerships with your knowledge of taxonomy and systematics to contribute to achieving ABRS's strategic goals.

The role includes, but is not limited to:

- Building the capacity of the ABRS team to deliver on its strategic goals, and the goals for Parks Australia and the Department
- Managing the operations for the ABRS team, including supervising staff, planning and managing budgets
- Overseeing projects and contracts to deliver outcomes for ABRS
- Developing and maintaining partnerships to attract collaborative projects with internal and external stakeholders
- Contributing to the strategic development of the Biodiversity Science and Knowledge Section

Remote work option available.

What we are looking for

Knowledge and experience

- Relevant postgraduate qualifications in taxonomy, systematics or a related biological discipline, and demonstrated expertise in taxonomic science are highly desirable.

- Demonstrated experience in effectively managing diverse teams, and in managing budgets, workplans and delivering projects.
- Evidence of building capacity in teams, and building and maintaining positive working relationships.

Skills and capabilities

- Demonstrated evidence of managing complex projects relating to delivering biodiversity data and/or taxonomic information to a broad range of stakeholders.
- Experience leading small teams and the ability to create positive and productive team environments
- Insight into the needs and challenges of the taxonomic research sector, and ability to align with these to achieve longer-term government goals and objectives.
- Excellent written and oral communication skills, ability to edit and write executive briefs, and presentations to stakeholders and the public.
- Demonstrated evidence of developing and managing relationships with stakeholders, collaborators, and end-users, and to identify new opportunities for collaboration and partnerships.

Mandatory qualifications

Tertiary qualification in a relevant area (taxonomy, biology, management etc).

Eligibility and other requirements

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

Security Clearance - This position requires a **Baseline Vetting** security clearance. You will be required to obtain and maintain a clearance at this level.

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.

Requirement to be vaccinated under public health orders

It may be a condition of your employment that:

1. if you are required to be vaccinated against COVID-19 under an applicable Australian law; or
2. if the department is unable under an applicable Australian law to permit you to attend for work (ie outside of your usual place of residence) unless you are vaccinated against COVID-19,

you must be up to date with your COVID-19 vaccinations, and you must also comply with all recommendations from public health authorities regarding any additional vaccinations that ensure the effectiveness of the COVID-19 vaccine that you have received.

Statement of claims

Applicants are required to submit a statement of claims **(750 words maximum)** outlining why you are interested in this position and why you believe that you have the skills, capabilities, knowledge

and experience to be considered for this role. Please provide examples which demonstrate your ability to perform the duties of the position and evidence of your knowledge, experience, skills and capabilities.

The key areas, or points, listed above describe the particular skills, capabilities, knowledge, and experience 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 to 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 demonstrate 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 APSCs [Cracking the Code](#).

Work Health and Safety Obligations

All workers (APS1-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 EL 2 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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Closing Date

Applications close: **11:00 pm (AEST/AEDT) on Thursday 10 October 2024**

How to Apply

Apply for this role by submitting your application through our [online recruitment system \(eRecruit\)](#) located at the Department of Climate Change, Energy, the Environment and Water(DCCEEW) People and Jobs. If you have any questions regarding this role, email the contact officer.

In your application you should provide a copy of your current Resume/CV and address the following:

Submit a statement of claims (750 Words Maximum) outlining why you are interested in this position and why you believe you have the skills, capabilities, knowledge and experience to be considered for this role.

Please Note:

From 2nd January 2023, if you wish to apply for a vacancy in the department you will need to create a new account to do so. Due to a change of recruitment systems, accounts used to apply for jobs in DCCEEW prior to 2nd January 2023 are not able to be accessed in the new system.

Your email is our primary method of contacting you; please make sure that the email and phone number you provide us is correct, current and accessible. **We recommend applicants to not use their work email on their application for accessibility.**