Role Description
Scientific Officer – Co Director, Lizard Island Research Station

Cluster	Enterprise, Investment & Trade
Agency	Australian Museum
Division/Branch/Unit	AMRI/LIRS
Classification/Grade/Band	Scientific Officer Grade 4
Role Number	50000140, 50000450
ANZSCO Code	132511
PCAT Code	1119192
Date of Approval	May 2024
Agency Website	http://australian.museum

Agency overview

Australian Museum (AM) is located on the homelands of the Gadigal people. The AM acknowledges and pays respect to the Gadigal people as the custodians of the land, sky and waterways, paying respect to Elders past and present.

The Australian Museum (AM) operating within the NSW Department of Enterprise, Investment & Trade cluster, is the first museum in Australia and was founded in 1827. The AM provides access, engagement and scientific research to increase our understanding of natural history and culture, particularly of the Australasian region. The AM holds more than 22 million objects of biological, geological and cultural collections and develops programs, exhibitions and school and community education initiatives onsite, online and offsite.

The AM mission is: *To ignite wonder, inspire debate and drive change.*

The AM vision is: *To be the leading voice for the richness of life, the Earth and culture in Australia and the Pacific. We commit to transform the conversation around climate change, the environment and wildlife conservation; be a strong advocate for First Nations' culture; and continue to develop world-leading science, collections, exhibitions and education programs.*

For more information, visit the website.

The AM supports a diverse workforce and promotes applications from all ages and genders, Aboriginal and Torres Strait Islander peoples, culturally and linguistically diverse groups, the LGBTQIA+ community, veterans, refugees and people with disabilities.

The Australian Museum Research Institute (AMRI) Division is comprised of the following five Branches: Life Science, Digital Collections and Citizen Science, Lizard Island Research Station, Materials Conservation and Australian Centre for Wildlife Genomics.

For more information, visit the following sites:

- Australian Museum Research Institute
- Australian Museum Science Research Strategy

The Lizard Island Research Station (LIRS) is located on the northern part of the Great Barrier Reef about 240 km NE of Cairns, Qld. The Research Station provides facilities, including accommodation, laboratories, boats and diving gear, to support scientific research on the GBR. More than 100 research projects are conducted annually at the Lizard Island Research Station.

Currently, two people are employed jointly in the role of Director of LIRS. In addition to Director duties, each person also undertakes other administrative duties.

For more information, visit Australian Museum website.

Primary purpose of the role

To manage effective and safe use of LIRS facilities and to ensure that future developments are undertaken cost-effectively and are done in an environmentally sensitive and sustainable manner and oversee the research projects.

Key accountabilities

- Plan and develop a productive and sustainable future for LIRS.
- Manage day-to-day running of LIRS safely and efficiently. Organise and supervise maintenance of all LIRS facilities.
- Develop and control an annual budget of about $1 million, generating revenue from many sources (including fundraising in the private sector) and containing expenditure.
- Order supplies efficiently and cost-effectively to keep LIRS operating efficiently. Undertake numerous other financial and accounting responsibilities, such as paying suppliers, invoicing visitors and financial reporting.
- Provide input into a wide range of issues (permitting, boating and diving regulations) that effect tropical marine science in Australia, and particularly the Great Barrier Reef.
- Maintain high occupational health and safety standards for more than 300 scientific and educational visitors each year: visitor activities focus on boating, snorkeling, scuba diving, laboratory work and aquarium facilities. Assist visiting researchers and educational groups capitalise on field trips to Lizard Island through detailed pre-trip planning, prompt and thorough inductions, and on-site advice
- Maintain and grow the financial sustainability of LIRS by working closely with the Lizard Island Reef Research Foundation
- Educate the public about research conducted at LIRS and its relevance to conserving the Great Barrier Reef through tours, talks and interaction with media.

Key challenges

- Operating a complex facility which runs 24/7 with a small team and with major administrative responsibilities. Ensuring a safe working environment for all users while undertaking numerous and varied boating and diving activities.
- Maintaining high usage and operational efficiency despite damaging environmental impacts from events such as cyclones and coral bleaching.
- Maintaining a high level of external sponsorship.

Key relationships

NSW GOVERNMENT

Who	Why
Internal	
Director, AMRI	• Communicate non-standard operational issues and overall direction of priorities for LIRS.
Marketing & Publicity Public Programs	• Assist with incorporation of LIRS into marketing, publicity and public programs.
LIRS Full time and part-time staff, volunteers	• Supervise and co-ordinate the work of staff and up to 40 volunteers annually
External	
Lizard Island Reef Research Foundation	• Ensure current and long-term financial support of LIRS.
General public	• Communicate the importance of research being undertaken at LIRS and how it is important to conserving the Great Barrier Reef.
Media	• Respond to media enquiries about LIRS and the Great Barrier Reef.
Scientific institutions	• Communicate with other scientific institutions as required in order to ensure that their staff and students can conduct research at LIRS in an efficient and safe manner.
Government departments	• Liaise closely with other government departments such as the Great Barrier Reef Marine Park Authority, Qld Parks and Qld Transport to ensure activities undertaken at LIRS are conducted within legislative requirements and to provide expert advice.

Role dimensions

Decision making

The position holders are responsible for overall management and development of LIRS in consultation with the Director of AMRI and for fund raising in conjunction with the Lizard Island Reef Research Foundation.

Reporting line

Chief Scientist and Director, AMRI

Direct reports

Two full-time LIRS staff members who hold the positions of Maintenance Officer and Accommodation and Transport Officer. Each year, LIRS Directors also manage tasks undertaken by about 40 volunteers and they facilitate the work done by about 300 scientific and educational visitors.

Budget/Expenditure

Budgets and expenditure are in accordance with approved Annual Budget and financial delegations and procedures subject to project type and sponsoring business unit.

Key knowledge and experience

- Demonstrated experience in leadership.
- Ability to communicate effectively with a wide range of stakeholders.

NSW GOVERNMENT

- Strong commitment to customer service.
- Ability to plan and execute infrastructure developments.
- Ability to prepare and manage budgets and to handle accounts payable and receivable.
- High level of boating and scientific diving experience.
- Understanding of current applicable scientific diving and boating regulations, or the ability to develop it quickly.

Essential requirements

- A PhD in an area of marine science or extensive relevant scientific research experience.
- Current (or ability to obtain current) relevant diving qualification (minimum Dive Master or ADAS or equivalent), occupational dive medical, first aid, CPR and oxygen resuscitation certificates.
- A vehicle drivers' licence and a boat operators' licence.

Capabilities for the role

The [NSW public sector capability framework](#) describes the capabilities (knowledge, skills and abilities) needed to perform a role. There are four main groups of capabilities: personal attributes, relationships, results and business enablers, with a fifth people management group of capabilities for roles with managerial responsibilities. These groups, combined with capabilities drawn from occupation-specific capability sets where relevant, work together to provide an understanding of the capabilities needed for the role.

The capabilities are separated into focus capabilities and complementary capabilities

Focus capabilities

Focus capabilities are the capabilities considered the most important for effective performance of the role. These capabilities will be assessed at recruitment.

The focus capabilities for this role are shown below with a brief explanation of what each capability covers and the indicators describing the types of behaviours expected at each level.

Focus capabilities

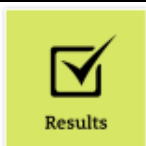| Capability group/sets	Capability name	Behavioural indicators	Level
Personal Attributes	**Display Resilience and Courage** Be open and honest, prepared to express your views, and willing to accept and commit to change	• Be flexible, show initiative and respond quickly when situations change • Give frank and honest feedback and advice • Listen when ideas are challenged, seek to understand the nature of the comment and respond appropriately • Raise and work through challenging issues and seek alternatives • Remain composed and calm under pressure and in challenging situations	Adept

NSW GOVERNMENT
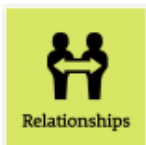
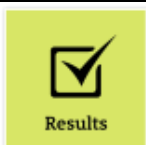|			
Relationships	**Commit to Customer Service** Provide customer-focused services in line with public sector and organisational objectives	• Promote a customer-focused culture in the organisation and consider new ways of working to improve customer experience • Ensure systems are in place to capture customer service insights to improve services • Initiate and develop partnerships with customers to define and evaluate service performance outcomes • Promote and manage alliances within the organisation and across the public, private and community sectors • Liaise with senior stakeholders on key issues and provide expert and influential advice • Identify and incorporate the interests and needs of customers in business process design and encourage new ideas and innovative approaches • Ensure that the organisation's systems, processes, policies and programs respond to customer needs	Advanced
Results	**Deliver Results** Achieve results through the efficient use of resources and a commitment to quality outcomes	• Use own and others' expertise to achieve outcomes, and take responsibility for delivering intended outcomes • Make sure staff understand expected goals and acknowledge staff success in achieving these • Identify resource needs and ensure goals are achieved within set budgets and deadlines • Use business data to evaluate outcomes and inform continuous improvement • Identify priorities that need to change and ensure the allocation of resources meets new business needs • Ensure that the financial implications of changed priorities are explicit and budgeted for	Adept

NSW GOVERNMENT

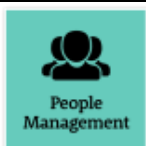|			
Results	**Plan and Prioritise** Plan to achieve priority outcomes and respond flexibly to changing circumstances	• Understand the links between the business unit, organisation and the whole-of-government agenda • Ensure business plan goals are clear and appropriate and include contingency provisions • Monitor the progress of initiatives and make necessary adjustments • Anticipate and assess the impact of changes, including government policy and economic conditions, on business plans and initiatives and respond appropriately • Consider the implications of a wide range of complex issues and shift business priorities when necessary • Undertake planning to help the organisation transition through change initiatives, and evaluate progress and outcomes to inform future planning	Advanced
Results	**Think and Solve Problems** Think, analyse and consider the broader context to develop practical solutions	• Research and apply critical-thinking techniques in analysing information, identify interrelationships and make recommendations based on relevant evidence • Anticipate, identify and address issues and potential problems that may have an impact on organisational objectives and the user experience • Apply creative-thinking techniques to generate new ideas and options to address issues and improve the user experience • Seek contributions and ideas from people with diverse backgrounds and experience • Participate in and contribute to team or unit initiatives to resolve common issues or barriers to effectiveness • Identify and share business process improvements to enhance effectiveness	Adept
Business Enablers	**Finance** Understand and apply financial processes to achieve value for money and minimise financial risk	• Understand core financial terminology, policies and processes, and display knowledge of relevant recurrent and capital financial measures • Understand the impacts of funding allocations on business planning and budgets • Identify discrepancies or variances in financial and budget reports, and take corrective action • Know when to seek specialist advice and support and establish the relevant relationships • Make decisions and prepare business cases, paying due regard to financial considerations	Adept
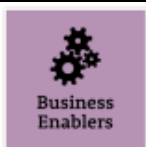
	Project Management Understand and apply effective planning, coordination and control methods	• Understand all components of the project management process, including the need to consider change management to realise business benefits • Prepare clear project proposals and accurate estimates of required costs and resources • Establish performance outcomes and measures for key project goals, and define monitoring, reporting and communication requirements • Identify and evaluate risks associated with the project and develop mitigation strategies • Identify and consult stakeholders to inform the project strategy • Communicate the project's objectives and its expected benefits • Monitor the completion of project milestones against goals and take necessary action • Evaluate progress and identify improvements to inform future projects	Adept
	Manage and Develop People Engage and motivate staff, and develop capability and potential in others	• Define and clearly communicate roles, responsibilities and performance standards to achieve team outcomes • Adjust performance development processes to meet the diverse abilities and needs of individuals and teams • Develop work plans that consider capability, strengths and opportunities for development • Be aware of the influences of bias when managing team members • Seek feedback on own management capabilities and develop strategies to address any gaps • Address and resolve team and individual performance issues, including unsatisfactory performance, in a timely and effective way • Monitor and report on team performance in line with established performance development frameworks	Adept

Complementary capabilities

Complementary capabilities are also identified from the Capability Framework and relevant occupation-specific capability sets. They are important to identifying performance required for the role and development opportunities. Note: capabilities listed as 'not essential' for this role are not relevant for recruitment purposes however may be relevant for future career development.

NSW GOVERNMENT

Capability group/sets	Capability name	Description	Level
Personal Attributes	Act with Integrity	Be ethical and professional, and uphold and promote the public sector values	Adept
Personal Attributes	Manage Self	Show drive and motivation, an ability to self-reflect and a commitment to learning	Intermediate
Personal Attributes	Value Diversity and Inclusion	Demonstrate inclusive behaviour and show respect for diverse backgrounds, experiences and perspectives	Intermediate
Relationships	Communicate Effectively	Communicate clearly, actively listen to others, and respond with understanding and respect	Adept
Relationships	Work Collaboratively	Collaborate with others and value their contribution	Intermediate
Relationships	Influence and Negotiate	Gain consensus and commitment from others, and resolve issues and conflicts	Adept
Results	Demonstrate Accountability	Be proactive and responsible for own actions, and adhere to legislation, policy and guidelines	Intermediate
Business Enablers	Technology	Understand and use available technologies to maximise efficiencies and effectiveness	Intermediate
Business Enablers	Procurement and Contract Management	Understand and apply procurement processes to ensure effective purchasing and contract performance	Intermediate
People Management	Inspire Direction and Purpose	Communicate goals, priorities and vision, and recognise achievements	Intermediate
People Management	Optimise Business Outcomes	Manage people and resources effectively to achieve public value	Adept
People Management	Manage Reform and Change	Support, promote and champion change, and assist others to engage with change	Intermediate

NSW GOVERNMENT