

WATERMARK SEARCH INTERNATIONAL

# POSITION DESCRIPTION

AUSTRALIAN INSTITUTE OF MARINE SCIENCE  
CHIEF OPERATING OFFICER

MAY 2022



**Watermark**  
SEARCH INTERNATIONAL

Trusted for over 40 years, focused on the future



POSITION DESCRIPTION	
Position Title:	Chief Operating Officer
Location:	Townsville, followed by Perth, Darwin or Canberra
First Level Supervisor:	Chief Executive Officer
Position Classification:	Contract
Position Summary:	<p>Support the CEO in planning and managing the affairs of the Institute.</p> <p>As a member of the AIMS Leadership Team, play an integral role in the strategic leadership, vision and overall performance of AIMS, coordinating and leveraging expertise across the Institute, capitalising on opportunities for growth, building and maintaining strategic partnerships with internal and external stakeholders to advance AIMS' objectives.</p> <p>Responsible for the strategic leadership, capability development and operational management of AIMS' infrastructure and services, including vessels, laboratories, SeaSim and facilities to support science delivery.</p> <p>Accountable for the strategic safety leadership required to deliver year-on-year improvements in AIMS' safety performance.</p> <p>Accountable for optimal utilisation of the human, financial and physical resources available to ensure effective and efficient delivery of services, including diving, operational support on the vessels and SeaSim, oceanography and autonomous and semi-autonomous data acquisition.</p> <p>Work with government stakeholders to raise AIMS' profile, articulate AIMS' strategic, business, operational and capability needs, influence policy outcomes for AIMS' benefit and seek appropriate capital and operational funding.</p> <p>Accountable for AIMS' research infrastructure capabilities to maximise stakeholder value.</p> <p>Development of strategies and plans to manage unfunded cost growth.</p>
Position Responsibilities:	<p><b>Leadership and Strategy</b></p> <p>Provide active and effective leadership, management, mentoring and professional development to staff within areas of accountability and more broadly to the Institute, establishing a healthy and safe culture of teamwork, transparency and openness.</p> <p>Establish operational and maintenance strategies to ensure that AIMS has safe and effective platforms that support the delivery of AIMS' strategic objectives.</p>



Understand the range of external factors that impact AIMS. Where possible, influence these factors to AIMS' advantage.

Oversee the corporate planning cycle (strategic plan, corporate plan and annual report), including alignment of research, business and team plans. Coordinate embedding impact and other targets and KPIs throughout this process, including tracking and managing organisational progress towards those targets and KPIs.

**Capability Development**

Review AIMS' capability against present and future requirements, developing capability plans for all major research infrastructure and functions and, where necessary, reshaping functional capacity and disposing of infrastructure that is no longer core to the delivery of AIMS' strategic objectives.

Play a key role in delivering AIMS' leadership and culture development initiatives.

**Operational Excellence**

Support the delivery of AIMS' research outcomes by operating and maintaining research infrastructure as safely, efficiently and effectively as possible.

Maximise the value derived from scientific infrastructure through improved utilisation via integrated project and resource planning.

Proactively review the provision of SeaSim, engineering and field services to ensure that resources allocated meet current and future science and research needs. Where gaps exist, identify alternative resourcing models and/or address the priority resource areas.

**Relationships and Communication**

Work with, and where relevant lead and influence, government stakeholders to articulate AIMS' strategic, business, operational and capability needs, and seek appropriate capital and operational funding.

Develop collaborations and contracting relationships to enhance technology development and leverage capabilities.

Manage relationships with internal and external stakeholders, overseeing and coordinating mutually beneficial partnerships built on a firm understanding of one another's needs and priorities.

**Position Autonomy**

Independently manage the day-to-day activities to ensure safe, efficient and effective service delivery.

**Risk Management**

Develop and implement effective strategies and policies to reduce AIMS' risk profile, including HSE, reputational, business and project risks



	<p><b>AIMS Principles</b>  Champion AIMS' values.  Comply with AIMS' Intellectual Property policies and procedures to ensure AIMS' intellectual assets are captured, managed and protected.  Comply with AIMS' Code of Conduct ensuring the standards of conduct required are upheld.</p>
<b>Key Responsibilities and Performance Standards</b>	
Occupational Health & Safety:	<p>Provide the strategic safety leadership required to deliver year-on-year improvements in AIMS' safety performance.</p> <p>Promote and deliver AMS-wide safe work environments, practices and performance.</p> <p>Set expectations for OHS performance by demonstrating personal commitment to safety and the well-being of our people.</p> <p>Identify workplace hazards and take corrective action.</p> <p>Ensure all work-related injuries, incidents and near misses are reported immediately and appropriate temporary controls implemented.</p> <p>Lead and/or participate in incident investigations.</p>
Intellectual Assets:	<p>Ensure compliance with AIMS' Intellectual Property policies procedures and guidelines to ensure AIMS' intellectual assets are appropriately protected and managed.</p>
Delegations:	<p>In accordance with <a href="#">Financial and Contract Delegation Policy</a>, which includes authorisation levels for Financial, Enterprise Agreement (supervisory), and HS&amp;E.</p>
Team work/supervisory:	<p>Direct Reports: 7</p> <p>To work as a member of a multi-disciplinary team that values diversity while ensuring the achievement of AIMS' objectives.</p>
Internal Organisational relationships:	<p>Reports to: Chief Executive Officer</p> <p>Member of AIMS Leadership Team</p> <p>Provide strategic and operational leadership across the Institute.</p>
Financial responsibilities and accountabilities:	<p>Manage AIMS funds in a responsible manner and within delegation.</p> <p>Comply with AIMS' <a href="#">Fraud Prevention Plan</a> ensuring the standards of conduct and ethical behaviour required of an AIMS staff member are upheld and that suspected fraudulent activity is prevented and/or reported.</p>



## SELECTION CRITERIA

### Essential

- Tertiary qualifications in a relevant engineering or science field, or extensive experience in infrastructure and/or major vessels operations and management.
- Demonstrated strategic leadership experience in a complex operating environment.
- Demonstrated ability to understand risk and reward at the enterprise level, and in undertaking financial analysis and developing business, capability and resource plans.
- Demonstrated ability in the management and development of infrastructure and operational assets.
- Demonstrated ability to manage complex external contracts and to project manage new initiatives.
- Demonstrated capability to operate effectively as part of a senior management team, including organisational representation roles.
- Strong communication and interpersonal skills, with an ability to promote AIMS in its use of technology, operational expertise and infrastructure to external stakeholders/parties.
- Demonstrated experience with promoting and delivering a safe work environment, practices and performance.

### Highly Desirable

- Experience working in a multi-disciplinary scientific research organisation.
- Business qualifications (eg MBA).