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| **Senior Officer Standards (West, North and South)** | |
| Section | **Asset Management and Preparedness** |
| Division | Response |
| Classification | AMSA Level 5 |
| Employment Type | Ongoing |
| Security Clearance | N/A |
| Position Number | 1412, 1449 & 1450 |

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| **AMSA Overview** |
| AMSA is responsible for the maritime safety of international shipping and domestic commercial vessels, protection of the marine environment from ship-sourced pollution, and search and rescue nationally. Our operating environment is demanding and complex, involving diverse stakeholders and operations.   |  |  |  | | --- | --- | --- | | Our Vision: | [image](http://www.amsa.gov.au/about-amsa/corporate-information/mission-and-vision/) | | | Our Mission: | Ensuring safe vessel operations, combating marine pollution and rescuing people in distress. | | | Our Values | *Map compass outline* | Professional, Collaborative, Dedicated, Accountable |   In delivering our mission, AMSA is committed to providing the highest quality services, enhancing our environmental performance, upholding exemplary standards of workplace health and safety, and continually improving the way we do business.  To learn more about our structure and functions, visit our website: [Our structure (amsa.gov.au)](https://www.amsa.gov.au/about/who-we-are/our-structure)  AMSA offers a flexible working environment, and we are committed to being a diverse and inclusive workplace. To learn more about building your career at AMSA and how to apply for a role, refer to our careers page on our website: [Careers with us (amsa.gov.au)](https://www.amsa.gov.au/about/careers-us#collapseArea216). |

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| **Position Overview** |
| **Purpose** |
| Reporting to the Senior Advisor Aerial Capability, the Standards Officer will be an integral member of a small team responsible for the development and sustainment of capability to AMSA’s operations.  A particular focus will be contracted aviation units, other contracted providers, and teams of air search observers for both marine environment and SAR purposes. Daily management and co-ordination of activities will be through the Advisor Standards.  In addition, the Standards Officer may be involved with other marine-environment related Joint operations including: stock-check activity for pollution stockpiles, audit of contracted dispersant spraying aircraft operators, and audit of maritime salvage resources. |
| **Key Accountabilities** |
| * Assess, audit and report on the performance of AMSA contractors; * Assist with contract management tasks such as monitoring contractor performance indicators and checking invoices presented for payment; * Organise and deliver effective theoretical and practical training to organisations in response techniques, and the use of AMSA equipment, in accordance with approved standards and procedures; * Activities such as flying with AMSA’s aerial work and helicopter operators, being on a boat to observe aircraft delivering SAR stores, sailing on an AMSA contracted Emergency Towage Vessel, checking stockpiles of equipment, and taking part in safety equipment drills in a swimming pool; * Liaise with state authorities, service providers and related agencies to ensure understanding of the Joint operations of AMSA; * Build and maintain operational relationships, and ensure up-to-date contact and resource information; * Perform incident management and support duties during significant Joint operations response activities, such as at an aerodrome for SAR aircraft or a pollution response incident coordination centre; * Supervise and manage training and assessment sessions and represent AMSA interests; * Assist in the research, development, acquisition and monitoring of systems and equipment; * Perform periods of duty in other parts of the country for leave relief, projects, operational response, training and standardisation purposes. * Perform periods of on-call duty on a rostered basis; and * Commit to the [AMSA Code of Conduct](http://web.amsa.gov.au/staff-info/employee-guidelines/amsa-code-of-conduct) and [Values](http://web.amsa.gov.au/about-amsa/amsa-values). |
| **Key Relationships** |
| This position reports to: Senior Advisor Aerial Capability  This position works closely with:   * Internal: AMSA Head Office, including AMSA Response Centre. * External: Aircraft operators, state authorities (including health, fire, police and State Emergency Services) and contracted providers. |
| **Work Environment** |
| Workplace homebase: Cairns, Melbourne, Perth  Work type:  Standard weekdays  Shift work / Rotating roster shift work  Weekend work  Job demands:  Office environment, low physical demand  Moderate to heavy physical demand  This position may require a pre-employment health assessment  Travel requirements:  Infrequent travel  Regular domestic travel  International Travel |

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| **Position Requirements** | | | |
| **Qualifications and Experience** | | | |
| * Experience and understanding of flight operations, and desirably also of maritime operations; * Experience in training, assessing and auditing individual and organisational performance, ideally in an operational environment; * Demonstrated ability to develop and maintain operational standards and training documentation; * Demonstrated communication/relationship and stakeholder management skills; and * Experience working in or with the emergency services. | | | |
| **AMSA Capability Framework**  The Capability Framework applies to all employees. It is aligned to AMSA’s strategic workforce objectives and describes how we live our Values in our day-to-day work. | | | |
| **Core Capabilities** | | | |
| **Capability Group** | **Capability** | **Level** | **Definition** |
| **Personal Attributes** | Display resilience and adaptability | Intermediate | Express your views and opinions constructively and be willing to accept and commit to change |
| Act with integrity | Intermediate | Be ethical and professional, and uphold and promote the AMSA values |
| Manage self | Intermediate | Show drive and motivation, the ability to self-reflect and a commitment to learning |
| Value diversity and inclusion | Adept | Demonstrate inclusive behaviour and show respect for diverse backgrounds, experiences and perspectives |
| **Relationships** | Communicate effectively | Intermediate | Communicate clearly, actively listen to others and respond with understanding and respect |
| Commit to stakeholder service | Intermediate | Provide stakeholder-focused services in line with Commonwealth government and AMSA’s objectives |
| Work collaboratively | Intermediate | Collaborate with others and value their contribution |
| Influence and negotiate | Intermediate | Gain consensus and commitment from others, and resolve issues and conflicts |
| **Results** | Deliver results | Intermediate | Use resources efficiently to achieve results and quality outcomes |
| Plan and prioritise | Intermediate | Plan to achieve outcomes and respond flexibly to changing circumstances |
| Demonstrate accountability | Intermediate | Be proactive and responsible for own actions, and adhere to legislation, Commonwealth Government, and policy requirements |
| Think and solve problems | Intermediate | Think, analyse and consider the broader context to develop practical solutions |
| **Business Enablers** | Risk management | Intermediate | Understand and evaluate risks and apply processes to minimise their impact |
| Finance | Intermediate | Understand and apply financial processes to achieve value for money and minimise financial risk |
| Data and technology | Intermediate | Understand and use available data and technologies to maximise efficiency and effectiveness |
| Project management | Intermediate | Understand and apply effective project planning, coordination and control methods |
| **Leading Others** | Manage and develop people | Intermediate | Engage and motivate staff and develop capability and potential in others |
| Inspire direction and purpose | Intermediate | Communicate goals, priorities and vision and recognise achievements |
| Optimise business outcomes | Intermediate | Manage people and resources effectively to achieve public value |
| Manage reform and change | Intermediate | Support, promote and champion change and assist others to engage with change |

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| **Focus Capabilities** | | | |
| Focus capabilities are those that will be assessed during the recruitment and selection process. | | | |
| **Capability Group** | **Focus Capability** | **Level** | **Focus Capability Level Descriptor** |
| Personal Attributes | Manage self | Intermediate | Adapt existing knowledge, skills and experience to new situation; Show commitment to achieving work goals; Show awareness of own strengths and areas for growth, and develop and apply new skills; Seek feedback from colleagues and stakeholders; Stay motivated when tasks become difficult. |
| Relationships | Work collaboratively | Intermediate | Build a supportive and cooperative team environment; Share information and learning across teams; Acknowledge outcomes that were achieved by effective collaboration; Engage other teams and units to share information and jointly solve issues and problems; Support others in challenging situations; Use collaboration tools, including digital technologies, to work with others. |
| Relationships | Communicate effectively | Intermediate | Focus on key points and speak in plain English; Clearly explain and present ideas and arguments; Listen to others to gain an understanding and ask appropriate, respectful questions; Promote the use of inclusive language and assist others to adjust where necessary; Monitor own and others’ non-verbal cues and adapt where necessary; Write and prepare material that is well structured and easy to follow; Communicate routine technical information clearly. |
| Results | Deliver results | Intermediate | Seek and apply specialist advice when required; Complete work tasks within set budgets, timeframes and standards; Take the initiative to progress and deliver own work and that of the team or unit; Contribute to allocating responsibilities and resources to ensure the team or unit achieves goals; Identify any barriers to achieving results and resolve these where possible; Proactively change or adjust plans when needed. |
| Business Enablers | Risk management | Intermediate | Understand and contribute to a safety culture and model safe work and wellbeing behaviours; Understand safety, environment and quality audit, reporting and compliance obligations; Contribute to a culture of risk awareness, be alert to new risks and open to reassessing current risks; Apply the appropriate risk management frameworks; Consider risks, issues and opportunities in making recommendations and decisions. |

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| Amendment History | | | | |
| Date updated | Updated by | Changes | Approved Date | Approved by |
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