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| **Advisor Vessel Safety** | |
| Section | **Maritime Safety Systems** |
| Division | Policy & Regulation |
| Classification | AMSA Level 6 |
| Employment Type | Non ongoing |
| Security Clearance | N/A |
| Position Number | 2325 |

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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 Vessel Safety, the Advisor Vessel Safety will be responsible for providing high level technical maritime advice to support and contribute to the goals, objectives and challenges to safety.  This role will prepare advice, presentations and written briefings to inform policy decisions and implementation. They will have strong analytical skills and judgement to understand international, national and political issues that may impact ship safety and environment protection. They will also be required to support the development and maintenance of AMSA’s policy and regulatory framework for Australia’s domestic commercial vessel fleet, ensuring it reflects the most recent standards. |
| **Key Accountabilities** |
| * Advise on, contribute to and manage processes to develop regulation, policy and national and international standards, legislation. * Assist in the coordination of regulatory reviews which are risk based, reflect contemporary issues and a modern regulatory approach. * Deliver regulatory and policy outcomes by applying project management tools. * Prepare quality and accurate submissions, reports and briefings for a range of stakeholders including Ministers and the AMSA Executive. * Provide advice on the maintenance and continuing improvement of AMSA’s management, quality and environmental systems. * Engage with industry to formulate regulatory options to improve ship safety. * Build and maintain a strong network of industry and government stakeholders. * Collaborate and consult with the national working groups and peak maritime bodies such as Australian Standards, Shipping Australia Limited, Australian Shipowners Association and MarineSafe. * Assist in the development of delegation briefs for International Maritime Organization (IMO) meetings on maritime safety. * Contribute to, and advise on, AMSA’s activities at the maritime safety related issues. * Assist the Manager, Maritime Safety Systems as directed. * 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 Vessel Safety  This position works closely with:   * AMSA Divisions, MIAL, SAL, MarineSafe, MAF TAG, Australian Standards, DIRD, AGD, DFAT, AAD, IMO, International Standards Organization, manufacturers of vessels and vessel safety equipment. |
| **Work Environment** |
| Workplace homebase: Sydney, Canberra, Brisbane, and other AMSA locations will be considered.  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** | | | |
| People who are successful in this position must have the following pre-requisites:   * Strong analytic skills with the ability to understand concepts and shape options. * Demonstrated ability to work collaboratively with others as part of a team and effectively engage with diverse stakeholders. * Demonstrated ability to exercise sound judgement, resolve complex issues and deliver results to a high standard and in a timely manner. * Excellent written and verbal communication skills, and the ability to tailor communications to different audiences. * Understanding of, or ability to quickly develop an understanding of, maritime policy, regulatory frameworks and associated standards.   The following skills and experience are not pre-requisites, but would be considered an advantage:   * Significant relevant experience in a regulatory or industry role, preferably in Australia. * Relevant tertiary qualifications (or equivalent) involving law, regulation, maritime or engineering disciplines. | | | |
| **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 | Adept | Express your views and opinions constructively and be willing to accept and commit to change |
| Act with integrity | Adept | Be ethical and professional, and uphold and promote the AMSA values |
| Manage self | Adept | 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 | Adept | Communicate clearly, actively listen to others and respond with understanding and respect |
| Commit to stakeholder service | Adept | Provide stakeholder-focused services in line with Commonwealth government and AMSA’s objectives |
| Work collaboratively | Adept | Collaborate with others and value their contribution |
| Influence and negotiate | Adept | 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 | Adept | Be proactive and responsible for own actions, and adhere to legislation, Commonwealth Government, and policy requirements |
| Think and solve problems | Adept | 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 | Foundational | 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 | Adept | Understand and apply effective project planning, coordination and control methods |
| **Leading Others** | Manage and develop people | N/A | Engage and motivate staff and develop capability and potential in others |
| Inspire direction and purpose | N/A | Communicate goals, priorities and vision and recognise achievements |
| Optimise business outcomes | N/A | Manage people and resources effectively to achieve public value |
| Manage reform and change | N/A | 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 | Adept | Keep up to date with relevant contemporary knowledge and practices; Look for and take advantage of opportunities to learn new skills and develop strengths; Show commitment to achieving challenging goals; Examine and reflect on own performance; Seek and respond positively to constructive feedback and guidance; Demonstrate and maintain a high level of personal motivation. |
| Relationships | Communicate effectively | Adept | Tailor communication to diverse audiences; Clearly explain complex concepts and arguments to individuals and groups; Create opportunities for others to be heard, listen attentively, and encourage them to express their views; Share information across teams and units to enable informed decision making; Write fluently in plain English and in a range of styles and formats; Use contemporary communication channels to share information, engage and interact with diverse audiences. |
| Results | Think and solve problems | Adept | Research and apply critical-thinking techniques in analysing information, identify interrelationships and make recommendations based on relevant evidence; Anticipate, identify, 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 and unit initiatives to resolve common issues or barriers to effectiveness; Identify and share business process improvements to enhance effectiveness. |
| Business Enablers | Project management | Adept | Understand all components of the project management process, including the need to consider change management to realise business benefits; Prepare and review project scope and business cases for projects with multiple interdependencies; 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 approach; Communicate the project’s objectives and expected benefits; Monitor the completion of project milestones against goals and take necessary action; Evaluate progress and identify improvements to inform future projects. |
| Leading Others | Select | Select level | N/A |

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| Amendment History | | | | |
| Date updated | Updated by | Changes | Approved Date | Approved by |
| 08/10/2024 | Shailesh Sinha | Selected the Focus Capability Level & Descriptor | 10/10/2024 | Greg Pusey |