POSITION DESCRIPTION

Position Title: Boating and Diving Officer
Organisation Unit: Heron Island Research Station
Position Number: 1295518
Type of Employment: Full Time, Fixed Term for 3 years
Classification: Hew Level 5

THE UNIVERSITY OF QUEENSLAND

The University of Queensland (UQ) contributes positively to society by engaging in the creation, preservation, transfer and application of knowledge. UQ helps shape the future by bringing together and developing leaders in their fields to inspire the next generation and to advance ideas that benefit the world. UQ strives for the personal and professional success of its students, staff and alumni. For more than a century, we have educated and worked with outstanding people to deliver knowledge leadership for a better world.

UQ ranks in the world’s top universities, as measured by several key independent ranking, including the CWTS Leiden Ranking (32), the Performance Ranking of Scientific Papers for World Universities (43), the US News Best Global Universities Rankings (42), QS World University Rankings (48), Academic Ranking of World Universities (55), and the Times Higher Education World University Rankings (69). Excluding the award component, UQ is now ranked 45th in the world in the ARWU, and is one of the only two Australian universities to be included in the global top 50.

UQ has an outstanding reputation for the quality of its teachers, its educational programs and employment outcomes for its students. Our students remain at the heart of what we do. The UQ experience – the UQ Advantage – is distinguished by a research enriched curriculum, international collaborations, industry engagement and opportunities that nurture and develop future leaders. UQ has a strong focus on teaching excellence, winning more national teaching excellence awards than any other in the country and attracting the majority of Queensland’s highest academic achievers, as well as top interstate and overseas students.

UQ is one of Australia’s Group of Eight, a charter member of edX and a founding member of Universitas 21, an international consortium of leading research-intensive universities.

Our 52,000-plus strong student community includes more than 16,400 postgraduate scholars and more than 15,400 international students from 135 countries, adding to its proud 250,000-plus alumni. The University has more than 6,600 academic and professional staff (full-time equivalent) and a $1.75 billion annual operating budget. Its major campuses are at St Lucia, Gatton and Herston, in addition to teaching and research sites around Queensland and Brisbane city. The University has six Faculties and four University-level Institutes. The Institutes, funded by government and industry grants, philanthropy and commercialisation activities, have built scale and focus in research areas in neuroscience, biomolecular and biomedical sciences, sustainable minerals, bioengineering and nanotechnology, as well as social science research.
UQ has an outstanding track-record in commercialisation of our innovation with major technologies employed across the globe and integral to gross product sales of $11billion+ (see http://uniqest.com.au/our-track-record).

UQ has a rapidly growing record of attracting philanthropic support for its activities and this will be a strategic focus going forward.

Organisational Environment

Heron Island Research Station (HIRS) is part of the Faculty of Science. It is located on a small coral cay 80 km offshore from Gladstone. HIRS has been established for over 60 years. It has developed into Australia’s largest, best equipped and most productive university-owned marine research station and is an international facility for coral reef research and student training in marine sciences. The station can accommodate up to one hundred and forty researchers and people in education groups.

HIRS staff usually work a roster system of ten days on, four days off. The University recognises the need for work/life balance and also provides twenty six return catamaran trips to the mainland free of charge to each staff member as well as other generous flexible working arrangements contained in Schedule 7 of The University of Queensland Enterprise Agreement 2014 – 2017.

The University may provide basically furnished self-contained cabins free of charge to accommodate staff working on a regular and systematic basis at the research station. Staff are permitted to invite guests to stay on station, within their cabin, for short periods under specific terms and conditions.

Staff are expected to fulfil the duties of their primary position and also to contribute to other areas of the Station’s activities when necessary to ensure timely and effective support of the Station’s clients.

Information about Heron Island Research Station can be found at http://www.science.uq.edu.au/facilities/heron-island

DUTY STATEMENT

Primary Purpose of Position

This position supports all facets of the research station’s boating and diving operations. This role will be responsible for providing services to research and teaching groups by coordinating all activities related to boating, diving and snorkelling. This position also ensures that environmental practices, permits, local zoning regulations are complied with and activities are conducted safely.

This role will may require you to be rostered ‘on call’ for a reasonable number of hours per week.

Duties

Duties and responsibilities include, but are not limited to:

**Management**

- Responsible for the care, use, maintenance and acquisition of all boating and diving equipment as approved by the Station Manager.
• Supervise and co-ordinate tasks of staff assigned to support the provision of boating and diving services.

• Work to the allocated annual budget as approved and determined by the Station Manager.

• Responsible for the development and implementation of an ongoing preventative maintenance/servicing schedule and repairs of boating and diving equipment with emphasis on life support equipment and safety equipment.

• Coordinate and schedule contractors to provide high quality servicing and repair to boating, diving and associated support equipment.

• Liaise with and provide advice to the Station Manager on boating and diving matters.

• Liaise with the UQ Boating and Diving Officer to establish and maintain best practice for the safe management of boating and diving activities.

• Liaise with other universities, government agencies, contractors and suppliers in matters relating to boating and diving services.

**Operational**

• Co-ordinate, schedule and supervise boating, diving and snorkeling activities.

• Operate and supervise use of boats, including driving, launching, retrieving and cleaning vessels and associated equipment.

• Assess weather conditions and advise clients accordingly.

• Monitor and maintain radio contact with all vessels.

• Maintain accurate logs and records relating to boating and diving requirements, usage, servicing and vessel manifests.

• Carry-out repair of equipment and services within the scope of trade expertise.

• Maintain adequate stock and perform periodic comprehensive inventory analysis of all boating and diving equipment and supplies.

• Perform periodic inspection of the Research Mooring and report any damage.

• Responsible for accurately updating client bookings and account billing on the booking system Procharter.

• Contribute to all areas of the Station’s operations as required by the Station Manager to ensure timely and effective support to the Station’s clients.

**Customer Services and Quality Assurance**

• Liaise with the convenors and coordinators to ensure that customer objectives are being met.

• Ensure a high level of client focus (internally and externally) with due care and attention to client priority issues and appropriate levels of client communications.

• Provide vessel, diving and snorkeling inductions to clientele

• Assess clients’ competency in driving to ensure safe operation of vessels.

**Compliance**

• Responsible for checking client permits and compliance with permit terms and conditions. Including GBRMPA, DES, NPSR, DNRME and Animal Welfare.
• Responsible for implementing all UQ boating and diving procedures in line with local zoning regulations and Maritime Safety legislation.

• Ensure that all safety aspects of boating & diving services including development of relevant risk assessments and assisting in accident investigations for OH&S incidents at HIRS are complied with, approved and communicated to the Station Manager and/or relevant parties

• Act as First Aid Officer

Other
Ensure you are aware of and comply with legislation and University policy relevant to the duties undertaken, including but not exclusive to:

• the University’s Code of Conduct

• requirements of the Queensland occupational health and safety (OH&S) legislation and related OH&S responsibilities and procedures developed by the University or Institute/School

• the adoption of sustainable practices in all work activities and compliance with associated legislation and related University sustainability responsibilities and procedures

• requirements of the Education Services for Overseas Students Act 2000, the National Code 2007 and associated legislation, and related responsibilities and procedures developed by the University

Organisational Relationships
The position reports to the Station Manager.

SELECTION CRITERIA

• Completion of a Science Bachelor Degree, or an equivalent combination of experience, education and training.

• Open Coxwain Certificate of Competency and demonstrable experience operating a variety of vessels.

• A minimum of three years of experience in boating and diving activities, including extensive experience in supervising such activities.

• Ability to carry out field work and general duties.

• Ability and knowledge to train visitors in safe boating and diving practices and supervision of water based activities

• Excellent interpersonal skills (including written and verbal communication) and the ability to liaise with internal and external stakeholders.

• Demonstrable experience in performing and leading professional client service delivery.

• Must be self-motivated and able to work constructively to objectives within established management guidelines.

The University of Queensland values diversity and inclusion and actively encourages applications from those who bring diversity to the University. Please refer to the
University’s Diversity and Inclusion webpage (http://www.uq.edu.au/equity) for further information and points of contact if you require additional support.

This role is a full-time position; staff will be working on a 10 day roster at Heron Island Research Station.

Accessibility requirements and/or adjustments can be directed to science.recruitment@uq.edu.au.