



OVERVIEW OF THE ROLE

As a Field Training Officer (FTO) you are responsible for the planning, scheduling and delivery of Antarctic and sub-Antarctic field training. You will lead and provide support to groups working in the field. You will coordinate field safety and the development of station search and rescue capabilities.

FTOs are employed in summer jobs at all stations. Senior FTOs are selected from suitable FTO candidates for summer and/or winter jobs.

WHAT YOU WILL DO ON THE JOB

As a Field Training Officer you will be required to undertake some or all of the following:

- Conduct pre-departure, shipboard, subantarctic and Antarctic field training;
- Develop and deliver training programs across a wide range of sub-Antarctic and Antarctic field skills;
- Maintain expeditioner field training records;
- Provide leadership and planning assistance to field programs;
- Guide expeditioners in the field (i.e. off station);
- Coordinate and administer the station field training program;
- Conduct and coordinate station search and rescue training;
- Lead operational search and rescue deployments;
- Maintain, issue, repair and audit field equipment;
- Maintain travel routes and gps waypoint information;
- Write weekly and end of season reports; and
- Provide outdoor recreational opportunities for expeditioners.

Senior Field Training Officer (SFTO) (Summer Only)

As the Senior FTO (SFTO) you will be responsible for supervising station FTOs, coordinating training schedules and providing leadership to expeditioners in field situations. In addition to the above tasks, the SFTO will also:

- Undertake operational planning and risk assessments; and
- Manage, coordinate and schedule training programs.

The SFTO is part of the station leadership team and will be required to display attributes that are consistent with such a leadership position.



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Senior Field Training Officer – Winter

In addition to the above tasks, the winter SFTO may also be responsible for:

- Search & rescue continuation training;
- Winter field trip planning and coordination;
- Winter outdoor recreation opportunities;
- Field safety system auditing and review;

As a proactive and positive member of the community you will:

- Maintain a personal and practical commitment to AAD policies and standard operating procedures (including work, health and safety and environmental policies). Training and guidance in regard to all responsibilities relevant to your position will be provided.
- Perform duties to support the community life of the expedition, such as general kitchen duties, garbage clearance, general cleaning duties, and assisting other expedition members with official programs.
- Work in areas outside of your primary role, for example, providing assistance to other areas or science projects, or participating in general labouring tasks such as clearing snow or handling cargo.

The [Application Process](#) and the [Life as an Expeditioner](#) pages contain critical information about living and working in Antarctica, and must be read in conjunction with this job description prior to applying.



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Technical Criteria

1. Essential

You can only be selected for this role if you have these [essential](#) skills and licences.

Essential hands-on experience:

- Minimum of 5 years' experience in outdoor guiding/leading with either young people or adults in remote wilderness settings **and**;
 - A relevant qualification in Outdoor Education such as a Certificate IV in Outdoor Education, a Diploma of Outdoor Education (preferred), a Bachelor of Education (Outdoor Education) or equivalent; and/or
 - An Adult Teaching qualification (e.g. Bachelor of Education; Grad Dip; TAE).

OR

- Minimum of 10 years' experience working in the outdoor sector inclusive of at least 5 years of adult guiding (preferably in the area of adult training and instruction).

Qualifications/licences (provide copies in your application):

- Leader's wilderness first aid (LWFA or PHEC) qualification, or equivalent;
- Single pitch climbing instructor's qualification and/or multi-pitch climbing instructor's qualification (ACIA, PACI or other recognised authority), or equivalent;
- A current, unrestricted "C" class (manual) Australian driver's licence.
- A current statement of attainment in the following units of first aid, or the ability to attain prior to commencement:
 - Provide CPR (HLTAID001).

Recent hands-on experience (within the last 5 years):

- Instructional ability including preparation of presentations and delivery of training in the following areas:
 - field trip planning including risk assessment;
 - group management, including leadership theory and practice;
 - environmental awareness and minimal impact practice;
 - general field skills in relation to use of stoves, shelters, etc.;
 - field navigation including the use of GPS units;
 - communications including the use of radios and satellite phones;
 - snow survival skills;
 - search and rescue, including first response and operational coordination; and
 - technical rope-work skills in steep slope and vertical slope - rock, snow or ice environments.
- Organisational ability and leadership experience in the support of remote field expeditions;
- The ability to work as part as a team, in a multi-skilled work environment, to work autonomously and follow directives (when required) from individuals such as the SFTO and Station Leader.



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2. Desirable

These are not essential to the role. To be suitable you do not need any of these, but they may make you more competitive against other applicants.

Qualifications/licences (provide copies with your application):

- Coxswains Ticket
- Chain saw Certification
- Quad Bike Certification
- Snow-mobile Certification

Recent hands-on experience (within the last 5 years):

- Instructional ability including preparation of presentations and delivery of training in the following areas:
 - glacier travel and crevasse rescue;
 - cross country skiing; and/or
 - Indoor climbing wall and supervision.
- Field research program support;
- Sea ice travel; and
- Development of training resource materials.
- Operation of small marine craft such as an IRB.
- Operation of Chain saw.
- Operation of Quad Bike.
- Operation of snow-mobiles.
- Active participation in helicopter operations (including sling loading).

Senior Field Training Officer

In addition to the above criteria, the SFTO will also have experience in some of the following:

- operational planning;
- coordination and scheduling;
- management of training programs;
- staff supervision;
- leadership;
- development of risk assessments; and
- systems development and administration.

SFTO candidates should have experience in Antarctic operations or a comparable environment.



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Personal Qualities Criteria

The Australian Antarctic Division assesses the personal qualities required to successfully live and work in an isolated Antarctic or sub Antarctic community. Successful candidates need to demonstrate the personal qualities criteria detailed below and this will be assessed during the selection process.

WORK QUALITIES

The personal qualities that relate to an expeditioner being able to effectively complete their work.

Versatile

Expeditioners should be able to change their processes to meet changes in their work, though they should recognise when this is impractical or unsafe. Expeditioners should be able to manage work responsibilities alongside community interests and personal time.

Proactive

Expeditioners should be able to anticipate and take control of situations rather than simply waiting to respond to a situation or task. They should demonstrate initiative in the completion of tasks which may be distinct from their work duties, including broader AAP tasks including support to science and social or community issues.

Focus on Excellence

Expeditioners should be self-motivated and have a strong sense of their self-worth without being overconfident or obnoxious. They should feel pride in the completion of work to a high standard but maintain a drive for continued improvement, both as an individual and a community. They should recognise the value which a collective sense of excellence provides and be an active contributor to it by giving and receiving constructive feedback.

COMMUNITY QUALITIES

The personal qualities that relate to an expeditioner being committed to the organization, its mission and its work.

Emotional Intelligence

Expeditioners should be able to understand and manage the emotional and physical impacts of their actions on their colleagues. In addition, they should also be able to differentiate between the intent and outcome of their colleagues' actions. Expeditioners understanding of their emotions, and the emotions of their colleagues should translate to actions which minimise conflicts and further community outcomes.

Community Mindedness

Expeditioners should be self-sufficient, but they should also be comfortable living and working alongside one another, while acknowledging and celebrating their differences. They should strive to contribute toward team outcomes which build the community while also maintaining their work responsibilities. Expeditioners should value a sense of harmony within the community but be able to respond to episodes of disharmony in a manner which is respectful of the individuals involved and builds the community



Self-Leadership

Expeditioners should show an appreciation of the work completed by their colleagues and identify areas for improvement and growth in a considered and community-focused approach. Expeditioners should be able to adapt their personal style to deal with different workplace situations, e.g., from business-as-usual activities to those required to deal with a crisis on station including those situations that require their particular skills or expertise and those of a more general nature.

Assertiveness

Expeditioners should feel comfortable expressing their views and should recognise how and when it is appropriate to do so. They should be willing and able to ask questions and seek-out answers. Expeditioners should value one another's feedback and, where appropriate, they should reach a consensus before acting.

ORGANISATION QUALITIES

The personal qualities that relate to an expeditioner being committed to the organization, its mission and its work.

Flexibility

Expeditioners should be flexible in their thought processes, procedures, and interpretations. They should recognise the complexity of situations and understand how this impacts their responses. They should also recognise how the unique nature of the AAP environment may lead to differences in the application of generic work procedures and practices in Antarctica.

Organisational Alignment

Expeditioners should value their work and understand how it contributes to the work the AAP is doing to support Australia's interests in the Antarctic. They should recognise the value of Antarctic science and Australia's continued presence in Antarctica. Expeditioners should identify with the values of the organisation and with a shared responsibility, actively contribute toward its evolution through feedback and engagement.

Safety Commitment

Expeditioners should demonstrate a proactive commitment to safety and adherence to safety guidelines. They should understand the importance of safety procedures and be prepared to work within these to deliver outcomes safely and effectively. They should actively promote the use of safety procedures to contribute toward the development of a safety-oriented workplace.



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Other Criteria

If you progress through the technical criteria and personal qualities stage of the process, the next stage will require you to undergo medical, psychological and character screening. Meeting and maintaining suitability in relation to these requirements is mandatory.

Medical

The AAD's Polar Medicine Unit will determine your medical fitness for duty in Antarctica or the subantarctic following tests conducted on our behalf by a nominated medical practitioner.

As this role will require you to be involved in a Safety Sensitive Aviation Activities, a condition of employment is that you will be required to undertake drug and alcohol screening of urine and/or saliva samples.

Candidates considered for a role at Macquarie Island may be required to complete a fitness assessment.

Psychological

You may be required to undertake an adaptability assessment.

Character

You will be subject to a police records check and a reference check.



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