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COMMUNICATIONS OPERATOR

OVERVIEW OF THE ROLE

As a Communications Operator you will operate the Communications Centre on station to ensure the safety of personnel travelling by air, sea and in the field.

You may assist telecommunications technical staff in administration of communications devices and equipment. You may also help other expeditioners with minor computer problems.

Communications Operators are employed in summer jobs primarily at Casey and Davis stations.

WHAT YOU WILL DO ON THE JOB

As a Communications Operator you will be required to undertake some or all of the following:

- Operate HF, VHF and satellite equipment for communication with:
 - Fixed and rotary winged aircraft;
 - Ships and other water craft; and
 - Field parties and field camps.
- Keep a continuous log and full air-ground plot when working with fixed and rotary-winged aircraft associated with station programs.
- Maintain appropriate radio logs and check sheets utilising Word, Excel, Power Point, and other applications in a timely and accurate manner.
- Liaise with AAD staff, international Antarctic program staff, military and civil program participants via email, phone, radio, and in person in a professional manner.
- Initiate emergency response procedures as required.
- Demonstrate sensitivity for privacy and security requirements at all times.
- The AAD is committed to providing a safe place of work, safe systems of work and a culture in which care for one another's safety and wellbeing is central to the way we do things. Having stated this, you are going to an extreme workplace. The consequences of you failing to understand your responsibilities can be catastrophic. It is therefore incumbent on all expeditioners to understand and implement the AAD's Work Health Safety Commitment Statement and the AAD Safety Behaviours Framework.

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.

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Australian Government

Department of Climate Change, Energy, the Environment and Water
Australian Antarctic Division



AUSTRALIAN
ANTARCTIC
PROGRAM

- Be rostered to 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, to ensure an equitable contribution.
- 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.

Technical Criteria

1. Essential

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

Qualifications/licences (provide copies in your application):

- An Aeronautical Radio Operators Certificate (AROC) 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 First Aid (HLTAID0011) must be valid for at least 12 months beyond the date of AAD commencement.
 - Provide Basic Emergency Life Support (HLTAID010)
 - Provide CPR (HLTAID009)

Skills and experience (within in the last 5 years)

- Hands-on operation of radio communications equipment (VHF and HF experience preferred).
- Air-ground-air radio operations experience.
- Radio communication with remote field parties e.g. outback travellers or vessels at sea.

2. Desirable

These are not essential to the role, however to be suitable you will need to have at least some of these. We encourage you to apply even if you do not fit 100% of the requirements.

Qualifications/licences (provide copies in your application):

- A Long Range Operator Certificate of Proficiency (LROCP) or equivalent.
- Other relevant radio communications qualifications or licences

Skills and experience:

- Demonstrated capability in communications operations in a major public, private or defence network



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.

Team Work

Refers to an expeditioner's ability to achieve goals in the workplace in collaboration with others.

Expeditioners are able to actively contribute to their group in order to complete tasks, meet goals or manage projects. In actively listening to co-workers and respecting a diverse range of ideas, a team player understands that their team's success is their own success, and they share responsibility when their team experiences difficulties along the way.

Proactive

Refers to an expeditioner's ability to anticipate, recognise and respond to tasks and risks as they arise.

Expeditioners anticipate and are able to respond to situations rather than simply reacting. They demonstrate initiative in the completion of tasks which may be distinct from their work duties, including support to science and social or community activities.

Focus on Excellence

Refers to an expeditioner's personal focus for excellence, as well as their contribution toward the pursuit of excellence as an AAP participant.

Expeditioners are self-motivated to seek excellence in all they do. Excellence should be aspired to in all aspects of expeditioner life including being a good community member. They take pride in the completion of work to a high standard but maintain a drive for continued improvement, both as an individual and a community member. They recognise the value which a collective sense of excellence provides and are 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 organisation, its mission and its work.

Emotional Intelligence

Refers to an expeditioner's willingness and capacity to understand their emotions and the emotions of their colleagues and have the ability to motivate themselves and the team regardless of whether they are in a formal leadership role or not.

Expeditioners are aware of their emotions and how they may impact on others. They are able to manage their own emotions, as well as recognise and respond appropriately to the emotions of others. Expeditioners are able to build strong, lasting relationships, and be an active, empathetic community member ensuring they adapt their personal style to deal with different workplace situations.

Community Mindedness

Refers to an expeditioner's willingness and desire to be an active member of a close and diverse community.

Expeditioners are an active member of a close and diverse community. They are self-sufficient but also comfortable living and working alongside one another while acknowledging and celebrating differences. Expeditioners value respect, harmony, teamwork, equality and inclusion. Expeditioners also respond to disharmony in a manner which is respectful of the individuals involved and builds the community.

Inclusivity

Refers to an expeditioner's understanding of diversity and how people's different backgrounds may impact on how they experience a situation. Expeditioners recognise the value that diversity of thought and experience brings to problem solving and team performance. They actively seek to create inclusion for all.

Expeditioners have a strong sense of respectful curiosity, have a genuine openness to engage with others and consider their differing viewpoints.

ORGANISATION QUALITIES

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

Flexibility

Refers to an expeditioner's ability to recognise the complexities of the problems, situations, and interactions they face and respond in a considered and community-focussed way, under a variety of changing circumstances.

Expeditioners are flexible in their thought processes, procedures, and interpretations and manage work responsibilities alongside community interests and personal time. They recognise the complexity of situations and understand how this impacts their responses. They also recognise that the unique nature of the AAP environment may require them to adapt their work procedures and practices.

Organisational Alignment

Refers to an expeditioner's awareness of, and alignment with, Australia's interests in the Antarctic.

Expeditioners value their work and understand how it contributes to the work the AAP is doing to support Australia's interests in the Antarctic. They recognise the value of Antarctic science and Australia's continued

presence in Antarctica. Expeditioners identify with the values of the organisation and with a shared responsibility and actively contribute toward its evolution through feedback and engagement.

Safety Commitment

Refers to an expeditioner's commitment toward an atmosphere which promotes the mental and physical wellbeing of themselves and their colleagues.

Expeditioners demonstrate a proactive commitment to safety, adhere to AAD's safety systems and make an appropriate effort to understand their obligations and act accordingly.



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.

If required, this may include comprehensive drug screening for compliance to undertake Safety Sensitive Aviation Activities (SSAA).

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.

Commitment to Inclusion

AAP values diversity, in backgrounds and experience. We acknowledge the challenges associated with the work that we do and are committed to developing an inclusive culture for all people. We welcome everyone to apply, especially those individuals who are underrepresented in the industry: women and gender diverse people, LGBTQIA+ folks, culturally and linguistically diverse people and Aboriginal and/or Torres Strait Islander peoples.