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 to manage communications systems and equipment, network administration and other administrative duties. You will help other expeditioners with minor computer problems.

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

Senior Communications Operators will be employed over the summer at both Casey and Davis stations. Individuals for these positions will be selected from suitable Communications Operator candidates.

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.

Senior Communications Operator

As the Senior Communications Operator you will be responsible for the following additional duties:

- Supervision and leadership of station Communications Operators
- Coordination of rosters and ensuring adequate operational coverage
- Providing advice to the Operations Coordinator regarding radio operations
- Training station Communications Operators and other personnel on station in radio operations
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 General Information for Applicants document contains critical information about living and working in Antarctica, and must be read in conjunction with this job description prior to applying.
Communications Operator - Technical Criteria

These technical criteria are used to assess your application for Communications Operator.

1. Essential
You can only be selected for this role if you have these essential skills and licences.

1. 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.

2. Skills and experience (within the last 5 years):
   - Operating radio-communications equipment (HF and VHF experience preferred).
   - Air-ground-air radio operations experience.
   - Radio communication with remote field parties e.g. outback travellers and/or vessels at sea.

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

Skills and experience (4-5 years or more is preferable):
   - Demonstrated capability in communications operations in a major public, private or defence network

Senior Communications Operator
In addition to the above criteria, the Senior Communications Operator will have experience in the following:
   - Staff supervision
   - Leading small teams
   - Coordinating work schedules and rosters

Senior Communications Operator candidates should have experience in Antarctic operations or a comparable environment.

A TAE40116 training qualification (or equivalent) is desirable.
Personal Qualities Criteria

The Australian Antarctic Division assesses individual personal qualities in terms of the attributes required to successfully live and work in an isolated Antarctic or subantarctic community. Successful candidates will meet the personal qualities criteria detailed below. Personal qualities are assessed at a later stage in the assessment process.

1. Demonstrate a strong work ethic

Evidenced by a proven history of efficient, effective, responsive and productive work performance.

Applicants for supervisory positions will be expected to demonstrate supervisory capabilities, including a good knowledge of workplace diversity, workplace relations, work, health and safety and environmental management practices and principles.

2. Demonstrate that they can make a positive contribution to community and team

Evidenced by:
- demonstrating the capacity to cope with physical and emotional isolation and the resilience to overcome hardship;
- demonstrating the capacity to work productively, contribute to the success of small isolated work groups and the overall community including recognising the effect their behaviour has on others;
- demonstrating a capacity to address and resolve issues of conflict;
- demonstrating the capacity to exercise sound judgement;
- demonstrating flexibility, tolerance and acceptance of changing circumstances;
- demonstrating qualities of robustness, motivation and confidence whilst displaying sensitivity, situational awareness and support and respect to fellow workers;
- demonstrating good social skills and taking pride in their appearance and maintaining socially accepted standards of hygiene;
- responsible use of alcohol; and
- not exhibiting behaviour that could endanger others’ safety or be seen as being abusive, threatening or offensive to others.

3. Demonstrate that they can respond to authority and are compliant with the law, legislative requirements and AAD policies and procedures

Evidenced by:
- a history of complying with authority and supporting lawful instructions;
- demonstrating a commitment to and compliance with appropriate environmental management policies and practices;
- demonstrating a knowledge and history of compliance with work health and safety practices and principles; and
- recognition of harassment and discrimination issues and demonstrated compliance with associated legislative requirements.

4. Demonstrate a commitment to AAP specific requirements

Evidenced by:
- demonstrating commitment to supporting the Australian Antarctic Science Program;
- demonstrating willingness to participate in “common duties” and activities in support of the community generally; and
- demonstrating commitment to fully participate in all required training and associated activities.
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.

Psychological

You may be required to undertake an adaptability assessment.

Character

You will be subject to a police records check.

Training

You must undertake all training requirements as outlined by the AAD.

You will be required to attain the following qualifications/licences prior to commencement with the AAD:

1. A current statement of attainment in the following units of first aid:
   - Provide First Aid (HLTAID003) valid for at least 12 months beyond the date of commencement; and
   - Provide CPR (HLTAID001).