



OVERVIEW OF THE ROLE

As a Station Leader (SL) on one of Australia's Antarctic stations (including Macquarie Island) you will lead a diverse team of multi-skilled expeditioners on a wide range of exciting science, infrastructure and logistics programs in one of the most remote, isolated and beautiful places on the planet.

The Australian Antarctic Division's (AAD) stations provide the infrastructure and operational support capability to undertake Australia's Antarctic land based program for all participating agencies. You are responsible for ensuring that programs receive the necessary support to meet the goals for the Australian Antarctic Program:

- to enhance Australia's role as an influential nation in the Antarctic Treaty System;
- to protect the Antarctic environment;
- to understand the role of Antarctica in the global climate system; and
- to undertake scientific research of practical, economic and national significance.

You will be responsible for the safety, physical and emotional wellbeing of the station community group and the coordination and management of all programs and expedition personnel (irrespective of employment affiliation or nationality).

Australian Antarctic stations operate all year round so there is a need for a SL at all times. Your employment with the AAD is flexible and could be for a full winter season (12 - 15 months) or for a shorter season (6 - 8 months). We are keen to maximise your experiences and there may be opportunity for multiple deployments and periods of time working with us in Kingston over a number of years. We would be happy to explore innovative approaches with suitably qualified applicants.

WHAT YOU WILL DO ON THE JOB

You will report to the General Manager, Antarctic Operations and Safety Branch AAD, working through and with direction from the Operations Manager. You will be supported by the AAD Support Centre Leadership Team and other executive managers to maintain a safe and harmonious workplace while ensuring successful program outcomes. Representing the Director of the AAD you will be required to ensure that the policies, procedures, Treaty requirements and International collaboration with other Antarctic nations are administered effectively.

In achieving these outcomes you will:

- lead by example;
- support and assist all expeditioners to cope with issues that may result from working in isolation and separation from family and friends;

- be aware of the personal and emotional needs of expeditioners and do what can be done to meet these needs where possible;
- maintain, promote and encourage appropriate levels of tolerance and flexibility in work/social interaction and relationships of a diverse team of expeditioners;
- develop and maintain a productive and cohesive station community, including actively resolving conflict and maintaining discipline when required;
- foster a strong safety culture to ensure the safe conduct of all station and field based programs, including leadership in emergencies such as fire, accident and search and rescue;
- foster a strong environmental culture to maintain the uniqueness of the environment in which you will be living and working; mitigate the environmental impact of operations and ensure environmental laws are observed;
- positively model a personal and practical commitment to AAD Work Health and Safety and Environmental policies;
- manage aviation, boating, resupply logistics, construction and field operations, often simultaneously;
- ensure that all programs/expeditioners are appropriately resourced to achieve their defined goals;
- manage individual performance, assess behaviour and work competency, and provide regular constructive feedback, counseling and reporting;
- manage, or as required, coordinate support to scientific, administrative, infrastructure and logistics programs, both station and field based;
- roster expeditioners to perform duties for the common good of their station;
- implement Government policies on behalf of the AAD Executive with direction from the Operations Manager and the support of the Support Centre Leadership Team;
- manage the implementation of AAD policies for the security of public property and equipment;
- act as an Inspector under the Antarctic Treaty (Environment Protection) Act 1980 as required; and
- perform the functions of Special Constable under the Australian Antarctic Territory Criminal Procedure Ordinance 1993.

Before you are posted to a station you will spend time with us at the AAD (Kingston, Tasmania) where you will:

- undertake various planning and coordination projects related to the conduct of the expedition;
- supervise expeditioners;
- assist with or participate in training of expeditioners;
- attend your own specialised training and briefing program; and
- perform other tasks necessary for the preparation of the expedition.

This pre-deployment training period may vary from 6 - 12 weeks depending on program requirements and your own experience.

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.

Station Leader - Technical Criteria

These technical criteria are used to assess your application for Station Leader.

Essential

To apply for this role you must have the skills, experience and licences listed below:

Licences (you will be required to provide a copy with your application):

- A current, unrestricted "C" class (manual) Australian driver's licence.

Skills and experience:

As a Station Leader you must display the following skills and attributes:

Manage to Achieve Results

- Proven ability to successfully manage, implement and/or support a diverse range of policies, programs and projects, including science projects.
- Demonstrated understanding of and commitment to current WH&S legislation and its practical application in the workplace, including risk management practices, ensuring field, scientific, industrial and domestic operations are conducted safely.
- Demonstrated commitment to contemporary environmental management principles and practices.

Lead the Community

- Proven ability to be accepted and respected as a leader under trying and difficult circumstances.
- Proven ability to develop and maintain a productive and cohesive community by resolving conflict and by modelling and promoting appropriate standards of behaviour.
- Proven interpersonal sensitivity and the ability to be open and interactive in decision making and problem solving.
- Proven ability to assess the performance of others, provide appropriate feedback and counselling and prepare written performance reports.
- Demonstrated commitment to workplace diversity principles and willingness and ability to address discrimination and harassment issues.

Demonstrate Personal Effectiveness

- Proven ability to work efficiently under both personal and general pressure in changing circumstances and to cope with physical and emotional isolation.
- Demonstrated well developed written and oral communication skills.
- Demonstrated well developed problem solving skills.

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.

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.

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).



Australian Government
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Australian Antarctic Division



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