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STATION LEADER

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 (AAD) is part of the Commonwealth Department of Climate Change, Energy, the Environment and Water. The AAD is committed to a diverse workplace and seeks to foster a positive and inclusive culture for all employees.

As primary agency for Australia's Antarctic Program (AAP), the AAD, in close partnership with other government portfolios, is responsible for achieving the Australian Government's Antarctic interests to:

- maintain Antarctica's freedom from strategic and/or political confrontation
- preserve our sovereignty over the Australian Antarctic Territory, including our sovereign rights over adjacent offshore areas
- support a strong and effective Antarctic Treaty system
- conduct world-class scientific research consistent with national priorities
- protect the Antarctic environment, having regard to its special qualities and effects on our region
- be informed about and able to influence developments in a region geographically proximate to Australia
- foster economic opportunities arising from Antarctica and the Southern Ocean, consistent with our Antarctic Treaty system obligations including the ban on mining and oil drilling.

The AAD is embarking on the Antarctic Infrastructure Renewal Program (AIRP) to renew ageing infrastructure and progress planning for new state-of-the-art facilities. Once delivered, the AIRP will enhance AAD's ability to deliver world-class science and environmental stewardship across East Antarctica. To facilitate the construction, the AAD is embarking on forming a strategic Alliance with a construction partner. The initial scope of the project will provide new aviation facilities for Casey and Davis stations (package A) and station facility upgrades at Davis station (package B) over the next ten years. The station leader will play an integral role in ensure the successful integration of the Alliance partner into existing operations for the AAP.

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



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Australian Antarctic Division



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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 Branch AAD, working through and with direction from the Station and Field Operations Manager. You will be supported by Operations Management Centre 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;
- be responsible for the health and safety of everyone on the station. As an aid to this process, the AAD has developed the Safety Behaviours Framework, with the Station Leader expected to both apply and promote the Framework;
- ensure objectives and priorities are achieved for a successful season, including managing 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 Alliance Works activities 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 Station and Field Operations Manager and the support of the Operations Management Centre;
- 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.
- ensure cross functional monitoring, coordination and mutual compliance with AAD Standard Operating Procedures (SOP).
- manage Alliance partnership to ensure the best interest of the AAP.
- mediate Alliance integration ensuring an inclusive and collaborative station environment.
- foster an open and honest culture between AAD and Alliance personnel.

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.
- 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.



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Australian Antarctic Division



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Station Leader - Technical Criteria

Essential

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

Qualifications/Licences (provide copies in your application):

- A current, unrestricted "C" class (manual) Australian driver's licence, or the ability to attain prior to commencement:
- Construction white card at site of Alliance construction Works, or the ability to attain prior to commencement;
- 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)

Essential hands-on experience:

Manage to Achieve Results

- Proven ability to successfully manage, implement and/or support a diverse range of policies, programs and projects, including science projects, to ensure AAP objectives and priorities are met.
- 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.



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



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ANTARCTIC
PROGRAM

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 of all expeditioners, and in addition the 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.



Australian Government

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



AUSTRALIAN
ANTARCTIC
PROGRAM



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.



Australian Government

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



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.

Psychological

You may be required to undertake an adaptability assessment.

Character

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

Training

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

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.



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