OVERVIEW OF THE ROLE

As a Station Supply Officer (SSUP) you will support logistics operations. This involves supply chain management, provisioning, operational logistics, equipment accounting, warehousing and distribution, movements and transportation (including air/sea movements), and stock control.

SSUP are employed in summer jobs only.

WHAT YOU WILL DO ON THE JOB?

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

- Manage the inventory held in the station Warehouse (Green Store), and Clothing Store.
- Manage station warehousing and distribution, including:
  - Receiving, storing, packing and controlling inventory; and
  - Preparing and shipping cargo.
- Coordinate all inwards and outwards cargo movement for intermodal transport, including:
  - Packaging, load planning, load building and reporting;
  - Assistance in the loading and unloading of aircraft and ships and the and
  - Coordination and compliance of hazardous goods movement
- Coordinate the segregation, packing, and movement of station waste.
  - Ensure compliance with relevant customs and quarantine reporting requirements including:
    - Preparation and collation of paperwork for legislative importation requirements;
    - Packing and processing quarantine sensitive materials and samples for shipment back into Australia;
    - Providing support to science for the transport of samples; and
    - Collection and collation of import permits and declarations required for the shipment of samples.

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 some critical information about living and working in Antarctica, and should be read in conjunction with this job description prior to applying.
Station Supply Officer - Technical Criteria

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

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

1. Qualifications/licences (provide copies in your application):
   • A valid Forklift (High Risk) Licence.
   • A current, unrestricted “C” class (manual) Australian driver’s licence.

2. Recent hands-on experience (within the last 5 years):
   • effective warehousing and inventory management in an environment with competing demands and tight deadlines;
   • intermodal transport of materials and equipment (including sea and air);
   • Experience in receipting, packing, and manifesting hazardous goods for intermodal transport (preferably with appropriate IATA and/or IMDG qualifications)

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):
   • Any licences or certificates of competency relevant to logistics operations.

Recent hands-on experience (within the last 5 years):
   • Experience in customs and quarantine compliance and reporting requirements
   • experience in providing support for the transport of scientific samples;
   • experience with operating electronic cargo management systems
   • organising waste disposal, collection and recycling
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).