



Australian Government

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

Expeditioner Band 1.5 (APS 4) – Station Supply Officer

Classification	Expeditioner Band 1.5 (APS 4) - \$79,801 pa
Total Remuneration	\$145,142 pa (when in Antarctica/sub-Antarctic, inclusive of Antarctic Allowances)
Division	Australian Antarctic Division
Branch	Operations and Logistics
Section	AAD Supply Chain
Location	Based in Kingston, Tasmania. Antarctic and sub-Antarctic
Employment Status	Non-Ongoing (temporary)
Hours	Full Time
Security Clearance	Not Required

Commitment to Inclusion

AAD 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.

Overview

As a Station Supply Officer (SSup) you will provide critical supply chain management support to the Australian Antarctic Program (AAP). You will be responsible for delivering efficient and effective supply and logistics capabilities in support of strategic, operational and scientific objectives in the Antarctic and sub-Antarctic. Your responsibilities include station provisions, operational logistics, equipment accounting, stock control, warehousing and the preparation and transportation of cargo for sea and air transport.

The Station Supply Officers fill both summer and winter positions at all three Antarctic stations and at Macquarie Island.

The Job

As a Station Supply Officer, you will be required to undertake the following duties:

Cargo Movements

- Coordination of cargo movements for intermodal transport, including;
- Packing and unpacking of cargo transport units (containers);
- Load planning, load building and consignment reporting;
- Preparing compliance documentation for hazardous chemicals and dangerous goods movements;
- Assisting with loading and unloading of cargo from aircraft and ships and

- Waste Support of the segregation, packing, and movement of station waste.

Warehousing

- Management of station warehousing including the receiving, storing, packing and controlling inventory
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Science Support

- Preparation and assurance of scientific samples for transport.
- drive and support supply chain improvement projects on station in cooperation with the wider AAP.
- 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.

In undertaking this role, you will be expected to:

- Broadly influence with a wide range of internal and external stakeholders.
- Operate autonomously within a challenging context and with limited resources.
- Communicate effectively across multiples levels within the organization.
- Rapidly acquire knowledge and capability in an unfamiliar setting.
- Demonstrate a strong safety culture and compliance with relevant Work Health & Safety legislation.
- Produce mandatory regulatory and compliance report including (but not limited to):
 - Electronic cargo consignments and cargo manifests;
 - Import permits for processing biological material (scientific samples, waste);
 - Biosecurity Import Conditions (BICON) and
 - Unaccompanied Personal Effects Statements (B534s)

As a proactive and positive member of the station and broader AAD 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.

Essential

Qualifications/licences (provide copies in your application):

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

- Forklift Truck (LF) High Risk Work Licence
- Current or recently expired IMDG Dangerous Goods by Sea Full Accept (or evidence of maintained refreshers), and/or IATA Dangerous Goods by Air Acceptance (or evidence of

maintained refreshers)

- A current, unrestricted “C” class (manual) Australian driver’s licence
- Valid passport when travelling to the Antarctic or sub-Antarctic. The expiry date of the passport (and any relevant visa) must be at least 6 months beyond the planned end date of your intended stay in the Antarctic or sub-Antarctic.
- 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 18 months beyond the date of AAD commencement.
 - Provide CPR (HLTAID009) must be valid for at least 6 months beyond the date of AAD commencement

Recent hands-on experience (within the last 5 years):

- Warehousing and inventory management in a challenging work environment
- Handling, packing, and manifesting of goods for transport
- MS Office Suite (Word, Excel) and extensive system use
- Building professional interpersonal relationships
- Team Leadership and/or Stakeholder management

Desirable

- Customs and biosecurity compliance and reporting requirements
- Handling of temperature sensitive items (e.g. biological material)
- Use of cargo management systems and/or asset management systems
- Coordinating waste handling, disposal, and recycling

Personal Qualities - 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 [here](#). This will be assessed during the selection process.

Eligibility and other requirements

Citizenship – In accordance with the PS Act 1999, APS employees are required to be Australian citizens. Persons who are not Australian citizens will generally only be considered where there are no suitable Australian applicants, with next considerations being Australian residents with work rights and New Zealand citizens

Security Clearance - This position does not require a security clearance.

Pre-employment Check - Your suitability for employment will be assessed through a pre-employment screening process. This process includes a requirement to undergo and satisfy a National Police Check, referee checks, character clearance and a pre-employment medical and psychological adaptability assessment, specified mandatory qualification(s) validation and a probation period.

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

Requirement to be vaccinated under public health orders

It may be a condition of your employment that:

1. if you are required to be vaccinated against COVID-19 under an applicable Australian law; or
2. if the department is unable under an applicable Australian law to permit you to attend for work (ie outside of your usual place of residence) unless you are vaccinated against COVID-19,

You must be up to date with your COVID-19 vaccinations, and you must also comply with all recommendations from public health authorities regarding any additional vaccinations that ensure the effectiveness of the COVID-19 vaccine that you have received.

How to Apply

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.

Apply for this role by submitting your application through our [Jobs in Antarctica](#) website. If you have any questions regarding this role, email the contact officer.

Your email is our primary method of contacting you; please make sure that the email and phone number you provide us is correct, current and accessible. **We recommend applicants to not use their work email on their application for accessibility.**

Work Health and Safety Obligations

All workers (APS1-Secretary) have a duty to take reasonable care for their own health and safety whilst at work, to ensure their acts or omissions do not adversely affect the health and safety of other persons and to comply with any reasonable instruction given to comply with the Work Health and Safety legislation.

All supervisors and managers (APS5-EL1) play a significant role by modelling safe work behaviours and clearly setting the standard for acceptable behaviour in the workplace. Supervisors and managers play a critical role in supporting 'Officers' to exercise due diligence and in consulting with duty holders.

An Officer (EL2-Secretary) makes and participates in making decisions that affect the whole or a substantial part of the department. Employees at the SES Band 2 and above classification are considered to be Officers under the Work Health and Safety Act 2011 (Cth) with all EL 2 and above required to complete officer due diligence training. Officers have a duty to be proactive and continuously ensure that the department complies with relevant duties and obligations.

Contact

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