



Australian Government

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



AUSTRALIAN
ANTARCTIC
PROGRAM

Expeditioner Band 1.5 (APS 4) – Station Supply Officer

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|---------------------------|--|
| Classification | Expeditioner Band 1.5 (APS 4) - \$82,993 pa |
| Total Remuneration | \$150,947 pa (When in Antarctica/sub-Antarctic, inclusive of Antarctic Allowances) |
| Division | Australian Antarctic Division |
| Branch | Operations and Logistics |
| Section | AAD Supply Chain |
| Location | Kingston, Tasmania and Antarctic/sub-Antarctic deployment |
| Employment Status | Non-Ongoing (temporary) |
| Hours | Full-time (37.5 hours per week) |
| Security Clearance | Not Required |

WHO WE ARE – Australian Antarctic Division (AAD)

The AAD is part of the Commonwealth Department of Climate Change, Energy, the Environment and Water (DCCEEW). As primary agency for Australia's Antarctic Program (AAP), the AAD is responsible for achieving the Australian Government's Antarctic goals to:

- maintain the Antarctic Treaty System and enhance Australia's influence within it
- protect the Antarctic environment
- understand the role of Antarctica in the global climate system
- undertake scientific work of practical, economic and national significance.

THE JOB

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 the preparation and transportation of cargo for sea and air transport, warehousing, station provisions, operational logistics, equipment accounting, and stock control.

The SSups usually fill one winter position at all three continental Antarctic stations and at Macquarie Island (~12 month deployment, plus training in Hobart of ~3 months), and usually fill summer position(s) at up to two continental Antarctic stations (~3-5 months deployment, plus training in Hobart of ~2 months).

You should apply for this role if you have the appropriate knowledge, skills and experience and an interest in the challenge of living and working in a small community in a remote environment.

Applicants will be assessed and if successful placed in a role for training and deployment, or a merit pool that will be used for future seasons.

Key duties will include, but are not limited to:

Cargo Movements

Coordination of cargo movements for intermodal transport, including:

- Packing and unpacking of cargo transport units (containers)
- Load planning, load building
- Consignment creation, application of quality assurance processes, 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 for the segregation, packing, and movement of station waste

Warehousing

- Administration of station warehousing including the receiving, storing, packing and controlling inventory
- Container fleet management

Science Support

- Preparation and assurance of scientific samples for transport

Other duties:

- Drive and support supply chain improvement projects on station in cooperation with the wider AAP

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)

WHAT WE ARE LOOKING FOR – ESSENTIAL

| Required Identification/Qualification/Licence/Ticket | When you need to provide evidence | |
|--|-----------------------------------|------------------------------------|
| | Provide copy with application | obtained prior to job commencement |
| Forklift Truck (LF) High Risk Work Licence | ✓ | |
| Current or recently expired IMDG Dangerous Goods by Sea Full Accept and/or IATA Dangerous Goods by Air Acceptance and/or Defence equivalent qualifications – or evidence of maintained refreshers | ✓ | |
| Driver’s licence – Current, unrestricted “C” class (manual) Australian driver’s licence | ✓ | |
| 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. | ✓ | |
| Valid Passport - 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 | | ✓ |
| Provide First Aid (HLTAID011) 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 | | ✓ |

Knowledge and experience: (within the last 5 years)

- Warehousing and inventory management in a challenging work environment
- Accepting and packing Dangerous Goods for sea and/or air
- 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

WHAT WE ARE LOOKING FOR – HIGHLY DESIRABLE

Knowledge and experience:

- 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

- Any nationally recognised licences, certificates, units of competency, or statements of attainment relevant to the plant and equipment listed below, along with demonstrated experience:
 - Front-end/wheeled loader (LL)
 - Skid steer loader (LS)
- Licence to perform high risk work in the following classes, along with demonstrated experience:
 - Dogging (DG)

ELIGIBILITY AND OTHER REQUIREMENTS

Personal Qualities:

During the recruitment selection process, the AAD assesses individual personal qualities required to successfully live and work in an isolated Antarctic/sub-Antarctic community. Successful candidates need to demonstrate the personal qualities detailed [here](#).

Pre-employment check:

Your suitability for employment will be assessed through pre-employment screening including National Police Check, referee checks, pre-employment medical assessment, specified mandatory qualification(s) validation and completion of required probation period.

Work Health and Safety Obligations:

All employees have a duty to take reasonable care of their own health and safety while at work, to ensure their acts or omissions do not adversely affect the health and safety of other persons in line with any reasonable instruction given to comply with the Work Health and Safety legislation.

RecruitAbility:

Under the [APS \(Australian Public Service\) RecruitAbility scheme](#) you will be invited to participate in further assessment for the vacancy if you choose to apply under the scheme; declare you have a disability; AND meet the minimum requirements for the position.

HOW TO APPLY

Information about how to apply can be found [here](#), including further information about AAD jobs.