



Australian Government

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



AUSTRALIAN  
ANTARCTIC  
PROGRAM

## Expeditioner Band 2.5 (APS 6) - Deputy Wilkins Aerodrome Manager

*Please note: This role transitions into the Winter Wilkins Aerodrome Manager. Please refer to Wilkins Aerodrome Manager position description below for duties. Candidates will be given appropriate training prior to transitioning into the Winter Wilkins Aerodrome Manager role.*

<b>Classification</b>	Expeditioner Band 2.5 (APS 6) - \$102,380 pa
<b>Total Remuneration</b>	\$172,917 pa (When in Antarctica/sub-Antarctic, inclusive of Antarctic Allowances)
<b>Division</b>	Australian Antarctic Division
<b>Branch</b>	Operations and Logistics
<b>Section</b>	Aviation Operations - Stations
<b>Location</b>	Kingston, Tasmania and Antarctic/sub-Antarctic deployment
<b>Employment Status</b>	Non-Ongoing (temporary)
<b>Hours</b>	Full-time (37.5 hours per week)
<b>Security Clearance</b>	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

The Deputy Aerodrome Manager (2IC) is responsible for the day-to-day tasking and supervision of staff at Wilkins Aerodrome. You will be a member of a small team (8-12 people) who live at this remote site for up to six months. Living in this environment requires all team members to complete a wide range of additional duties that are essential to maintaining the Wilkins accommodation and facilities.

The Deputy Aerodrome Manager works in direct consultation with the Aerodrome Manager. You will have a high level of communication skills, and the ability to deal with a wide range of complex situations, given the highly remote environment. This is a hands-on role, which will require you to operate a wide range of heavy and light machinery, in the construction, maintenance and operation of Wilkins Aerodrome, along with servicing the needs of Ground support requirements for a wide

range of Aircraft. The role also requires you to fill the position of Aerodrome Manager when the Aerodrome Manager is offsite.

The Deputy Aerodrome Manager is employed at Wilkins Aerodrome during the summer operating season and may transition to the Wilkins Winter Aerodrome Manager role at the end of the summer operating season. Working mainly out of Casey station, the Wilkins Winter Aerodrome Manager will be responsible for scheduling and conducting winter maintenance activities for the aerodrome plant and equipment and recommissioning of the runway - refer to the Wilkins Winter Aerodrome Manager position description.

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:**

- Communicate regular updates to the Wilkins team with the plans for the current/scheduled aerodrome works and the flying program, along with any other relevant information provided by the Aerodrome Manager, Operations Coordinator and Station Leader.
- Outline and reinforce program objectives and priorities.
- Assist in supervision and mentoring of Wilkins Aerodrome staff during the pre-departure training period and whilst in Antarctica.
- Operate machinery where required in the construction and maintenance of Wilkins Aerodrome and for movement of equipment and supplies to and from station to Wilkins Aerodrome.
- Fill the role of Aerodrome Manager in their absence.
- Assist the Aerodrome Manager to set out the individual/team responsibilities and outline expectations and requirements for upcoming season flying operations.
- Instruct and mentor new Wilkins team members in the use of aerodrome plant and equipment and operational requirements in accordance with the documented industry, statutory and legislative regulations as well as Australian Antarctic Division (AAD) Standard Operating Procedures and relevant Aviation manuals.
- Assist as directed by the Aerodrome Manager with the daily, fortnightly, monthly and end of season reporting.
- Ensure all personnel adhere to regulatory requirements for movement around Wilkins Aerodrome.
- Undertake common duties necessary for the operation of the camp such as, refuelling generators, 'de-blizz' camp infrastructure, conduct resupply activities, participate in search and rescue training/operations, assist in taking weather observations, assist with kitchen and cleaning duties, conduct water replenishment, conduct waste collection/clearance, operate camp radios, operate oversnow vehicles.

**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
Statement of Attainment to operate a Front End Loader (LL)	✓	
Statement of Attainment to operate a Skid Steer Loader (LS)	✓	
Driver's licence – a valid Heavy Rigid (HR) licence or higher (HC/MC)	✓	
<b>Citizenship</b> - 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.	✓	
<b>Valid Passport</b> - 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		✓
<b>Wilderness First Aid (SISS00140)</b> will be provided during training and includes: – HLTAID011 – Provide First Aid – HLTAID010 – Provide Basic Emergency Life Support – HLTAID009 – Provide CPR Certifications must be valid for at least 18 months beyond the AAD start date. Except for HLTAID009 (Provide CPR) this must be valid for at least 6 months beyond the AAD start date.		✓

**Knowledge and experience:** (within the last 5 years)

- Supervising a small team, preferably in a remote situation including conflict resolution
- Understanding aerodrome manuals and Standard Operating Procedures
- Working under time pressure with a flexible approach to working hours
- Utilising highly effective communication and problem-solving skills;
- Demonstrated experience in the operation mobile plant/equipment relevant to Wilkins Aerodrome
- Tasking and maintaining a heavy and light equipment fleet, and
- At Wilkins Aerodrome for at least 2 months duration in an aerodrome construction and maintenance environment, or comparable environment

**WHAT WE ARE LOOKING FOR – DESIRABLE**

**Qualifications/licences** (provide copies with your application):

- Tracked Dozer (DZ)

- Grader (LG)
- Prinoth Snow Groomer
- Hagglunds all-terrain vehicles
- Overaasen snow blowers, and
- Quadtrac tractors towing compaction/proof rollers, trailers, sleds or implements

## **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.



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## Expeditioner Band 3.1 (EL1) - Wilkins Winter Aerodrome Manager

<b>Classification</b>	Expeditioner Band 3.1 (EL1) - \$116,348 pa
<b>Total Remuneration</b>	\$186,885 pa (When in Antarctica/sub-Antarctic, inclusive of Antarctic Allowances)
<b>Division</b>	Australian Antarctic Division
<b>Branch</b>	Operations and Logistics
<b>Section</b>	Aviation Operations - Stations
<b>Location</b>	Kingston, Tasmania and Antarctic/sub-Antarctic deployment
<b>Employment Status</b>	Non-Ongoing (temporary)
<b>Hours</b>	Full-time (37.5 hours per week)
<b>Security Clearance</b>	Not Required

### WHO WE ARE – Australian Antarctic Division (AAD)

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- protect the Antarctic environment
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- undertake scientific work of practical, economic and national significance.

### THE JOB

As winter Aerodrome Manager, you are responsible for the on-site management of Wilkins Certified Aerodrome, in particular, the pack up and reinstatement of the Aerodrome to an operational level. This includes but not limited to the Aerodrome equipment and Wilkins camp infrastructure. This is a hands-on role, which requires a good level of skill and experience in mobile plant operation coupled with excellent leadership and problem-solving skills. The Winter Aerodrome Manager is a winter only position. You will be located at Casey Station for most of the winter period where you will have direct supervision of Aviation staff, reporting directly to the Station Leader.

### Key duties will include, but are not limited to:

The Wilkins Aerodrome Manager is responsible for the on-site management of the Wilkins Aerodrome and leadership of Aviation staff. Responsibilities include the following:

- Complying with the Aerodrome standards
- Ensuring the Aerodrome and runway meet the required specifications;
- Implementing runway works and maintenance plans. This includes production control planning and site management
- Supervising Aerodrome staff
- Managing Aerodrome emergencies and incidents. This includes conducting readiness checks and exercises
- Ensuring that the pack down and recommissioning of all Wilkins plant and infrastructure is in accordance with the SOP's and the relevant standards, safe work practices and documentation;
- Managing the preparedness of machinery, navigational aids and equipment at Wilkins Aerodrome
- Preparing and presenting reports on Aviation activities and recommendations for the future.
- Operating a variety of machinery

#### 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
<b>Statement of Attainment to operate a Front End Loader (LL)</b>	✓	
<b>Heavy Rigid licence</b> – Current, “HR” class driver’s licence or higher (HC/MC)	✓	
<b>Citizenship</b> - 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.	✓	
<b>Valid Passport</b> - 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		✓
<b>Wilderness First Aid (SISS00140)</b> will be provided during training and includes: <ul style="list-style-type: none"> <li>– HLTAID011 – Provide First Aid</li> <li>– HLTAID010 – Provide Basic Emergency Life Support</li> <li>– HLTAID009 – Provide CPR</li> </ul> Certifications must be valid for at least 18 months beyond the AAD start date. Except for HLTAID009 (Provide CPR) this must be valid for at least 6 months beyond the AAD start date.		✓

#### Knowledge and experience: (within the last 5 years)

- Experience and current capability in the operation of relevant plant

- Sound knowledge of maintaining a heavy and light equipment fleet
- Relevant construction, project or operations experience
- Ability to work under time pressure with a flexible approach to working hours
- Previous supervisory/leadership experience

## WHAT WE ARE LOOKING FOR – DESIRABLE

**Qualifications/licences** (provide copies with your application):

- A current Statement of Attainment to operate skid steer loader (LS).

**Knowledge and experience:**

- Demonstrated experience at Wilkins Aerodrome, with at least one season of the decommissioning and reinstatement of Wilkins to an operational level
- Experience in the construction and maintenance of aerodromes or similar civil construction environments
- Good computer literacy skills including MS Word, Outlook and Excel
- Previous experience as an aerodrome reporting officer

## ELIGIBILITY AND OTHER REQUIREMENTS

**Personal Qualities:**

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**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:**

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