



OVERVIEW OF THE ROLE

As Winter Aerodrome Manager at Wilkins/Casey you will be responsible for the on-site management of the Wilkins Aerodrome and in particular the pack up and reinstatement of the Aerodrome to an operational level, this includes but not limited to the Wilkins camp infrastructure. This is a hands-on role and requires a good skill level of 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.

The Wilkins site is remote, some 3-4 hours by vehicle from Casey Station. You will be a member of a small team (4-6 people) who live at this site at the end of summer and then move to Casey during the winter with regular trips to Wilkins for vehicle transfer and maintenance. Whilst at Casey you will liaise with station personnel to accomplish a number of key tasks including ensuring all Aviation maintenance is completed prior to the operational season. Living in this environment requires all team members to complete a wide range of additional duties that are essential to maintaining Wilkins Aerodrome along with station duties. Changeable weather conditions at the site make it difficult for a daily routine to become established and highly flexible working arrangements are required. Generally, there are periods of blizzards (high winds), when little of normal aerodrome operations can be undertaken, punctuated with windows of fine weather when most productive work is undertaken. During periods of fine weather, long work days can be expected (up to 12 hours). Night shifts may also be implemented during the operational flying season.

WHAT YOU WILL DO ON THE JOB

The Winter Aerodrome Manager is responsible for the on-site management of the Wilkins Aerodrome and leadership of Aviation staff. Responsibilities include, but are not limited to the following:

- Complying with the Wilkins Aerodrome Manual and procedures & other relevant manuals/SOP's;
- Ensuring the Aerodrome and runway conform to the required specifications. This includes ensuring accurate DGPS site surveys are performed and reported to the surveyor in Australia for calculation and verification of surface profile and conduct serviceability inspections where required;
- 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 at the end of summer and recommissioning at the end of winter 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;
- Supplying a written report to the Aviation Manager at the end of their season including recommendations for the future;
- Ensuring all stakeholders are fully briefed on all aspects of Aviation Operations activities; and
- Operating a variety of machinery.

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.



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Aerodrome Manager - Technical Criteria

These technical criteria are used to assess your application for Aerodrome Manager.

1. Essential

To apply for this role you must have the skills and licenses listed below:

1. **Qualifications/licenses** (provide copies in your application):
 - A valid, unrestricted Heavy Rigid (HR) licence
 - A current Statement of Attainment to operate a front end loader (LL)

Note: Aviation staff winter over and are required to open Wilkins at the end of winter each season. Each winter over staff member must have at least three months operating at Wilkins during the summer months within the last three years.

2. **Recent hands-on 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

2. Highly Desirable

These are not essential to the role, but they will make you more competitive against other applicants. To be suitable you will need to have at least some of these.

Qualifications/licenses (provide copies with in your application):

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

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

- Demonstrated recent 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



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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.

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.



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