



Australian Government

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

Expeditioner Band 3.1 (Executive Level 1) – Wilkins Aerodrome Manager

Classification	Expeditioner Band 3.1 (EL1) - \$107,778 pa
Total Remuneration	\$173,119 pa (when in Antarctica/sub-Antarctic, inclusive of Antarctic Allowances)
Division	Australian Antarctic Division
Branch	Operations and Logistics
Section	Aviation Operations - Stations
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

Wilkins Aerodrome is a remote ice runway 70 km inland from Casey research station (approximately 3-4 hours by vehicle). Changeable weather conditions at Wilkins Aerodrome make it difficult to establish a daily routine. Highly flexible working arrangements are required. Generally, there are periods of blizzards (high winds), when normal aerodrome operations cannot be undertaken. During periods of fine weather, long work days can be expected (up to 12 hours) as these are the most productive periods. Night shifts may also be implemented during the operational flying season.

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.

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 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.
- As a supervisor or leader (irrespective of your title) you have specific health, safety and wellbeing responsibilities by modelling and applying safe work practices consistent with the AAD's Safety Commitment Statement and the AAD Safety Behaviours Framework.
- 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 AADs Work Health Safety Commitment Statement and the AAD Safety Behaviours Framework.

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.
- 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.
- Model appropriate leadership behavior; support the station leader with leadership functions, lead a team of people; and manage individual performance.

What we are looking for

Essential

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

Qualifications/licences (provide copies in your application):

- A valid, unrestricted Heavy Rigid (HR) licence
- A current Statement of Attainment to operate a front end loader (LL).
- 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

Note: Aviation winter over staff 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.

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

Desirable

These are not essential to the role, however, to be suitable you will need to have at least some of these. We encourage you to apply even if you do not fit 100% of the requirements.

Qualifications/licences (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 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

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.

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.

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

Name: Aviation Team
Email address: aviation.operations@aad.gov.au