



**Australian Government**

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

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

<b>Classification</b>	Expeditioner Band 2.5 (APS 6) - \$94,838 pa
<b>Total Remuneration</b>	\$160,179 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>	Based in Kingston, Tasmania. Antarctic and sub-Antarctic
<b>Employment Status</b>	Non-Ongoing (temporary)
<b>Hours</b>	Full Time
<b>Security Clearance</b>	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.

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 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 Winter Aerodrome Manager role at the end of the summer operating season. Working mainly out of Casey station, the 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 Aerodrome Manager position description.

### **The Job**

As the Deputy Aerodrome Manager, you will be required to undertake some or all of the following:

- 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 also 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.
- 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.

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 behaviour; 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 licences.

### **Qualifications/licences** (provide copies in your application):

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

### **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.

### **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 in your application):

Any licences, certificates of competency, or similar endorsements relevant to the operation of the following plant and equipment:

- 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.

**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