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DEPUTY WILKINS AERODROME MANAGER

OVERVIEW OF THE ROLE

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.

WHAT YOU WILL DO ON 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.



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- 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.

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.



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Technical Criteria

1. 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 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 12 months beyond the date of AAD commencement.
 - Provide Basic Emergency Life Support (HLTAID010)
 - Provide CPR (HLTAID009)

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.

2. 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;
- Hagglands all-terrain vehicles;
- Overaasen snow blowers; and
- Quadtrac tractors towing compaction/proof rollers, trailers, sleds or implements.



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Personal Qualities Criteria

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 below and this will be assessed during the selection process.

WORK QUALITIES

The personal qualities that relate to an expeditioner being able to effectively complete their work.

Team Work

Refers to an expeditioner's ability to achieve goals in the workplace in collaboration with others.

Expeditioners are able to actively contribute to their group in order to complete tasks, meet goals or manage projects. In actively listening to co-workers and respecting a diverse range of ideas, a team player understands that their team's success is their own success, and they share responsibility when their team experiences difficulties along the way.

Proactive

Refers to an expeditioner's ability to anticipate, recognise and respond to tasks and risks as they arise.

Expeditioners anticipate and are able to respond to situations rather than simply reacting. They demonstrate initiative in the completion of tasks which may be distinct from their work duties, including support to science and social or community activities.

Focus on Excellence

Refers to an expeditioner's personal focus for excellence, as well as their contribution toward the pursuit of excellence as an AAP participant.

Expeditioners are self-motivated to seek excellence in all they do. Excellence should be aspired to in all aspects of expeditioner life including being a good community member. They take pride in the completion of work to a high standard but maintain a drive for continued improvement, both as an individual and a community member. They recognise the value which a collective sense of excellence provides and are an active contributor to it by giving and receiving constructive feedback.



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COMMUNITY QUALITIES

The personal qualities that relate to an expeditioner being committed to the organisation, its mission and its work.

Emotional Intelligence

Refers to an expeditioner's willingness and capacity to understand their emotions and the emotions of their colleagues and have the ability to motivate themselves and the team regardless of whether they are in a formal leadership role or not.

Expeditioners are aware of their emotions and how they may impact on others. They are able to manage their own emotions, as well as recognise and respond appropriately to the emotions of others. Expeditioners are able to build strong, lasting relationships, and be an active, empathetic community member ensuring they adapt their personal style to deal with different workplace situations.

Community Mindedness

Refers to an expeditioner's willingness and desire to be an active member of a close and diverse community.

Expeditioners are an active member of a close and diverse community. They are self-sufficient but also comfortable living and working alongside one another while acknowledging and celebrating differences. Expeditioners value respect, harmony, teamwork, equality and inclusion. Expeditioners also respond to disharmony in a manner which is respectful of the individuals involved and builds the community.

Inclusivity

Refers to an expeditioner's understanding of diversity and how people's different backgrounds may impact on how they experience a situation. Expeditioners recognise the value that diversity of thought and experience brings to problem solving and team performance. They actively seek to create inclusion for all.

Expeditioners have a strong sense of respectful curiosity, have a genuine openness to engage with others and consider their differing viewpoints.

ORGANISATION QUALITIES

The personal qualities that relate to an expeditioner being committed to the organization, its mission and its work.

Flexibility

Refers to an expeditioner's ability to recognise the complexities of the problems, situations, and interactions they face and respond in a considered and community-focussed way, under a variety of changing circumstances.

Expeditioners are flexible in their thought processes, procedures, and interpretations and manage work responsibilities alongside community interests and personal time. They recognise the complexity of situations and understand how this impacts their responses. They also recognise that the unique nature of the AAP environment may require them to adapt their work procedures and practices.



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Organisational Alignment

Refers to an expeditioner's awareness of, and alignment with, Australia's interests in the Antarctic.

Expeditioners value their work and understand how it contributes to the work the AAP is doing to support Australia's interests in the Antarctic. They recognise the value of Antarctic science and Australia's continued presence in Antarctica. Expeditioners identify with the values of the organisation and with a shared responsibility and actively contribute toward its evolution through feedback and engagement.

Safety Commitment

Refers to an expeditioner's commitment toward an atmosphere which promotes the mental and physical wellbeing of themselves and their colleagues.

Expeditioners demonstrate a proactive commitment to safety, adhere to AAD's safety systems and make an appropriate effort to understand their obligations and act accordingly.



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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 and a reference check.

Commitment to Inclusion

AAP 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.



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