



OVERVIEW OF THE ROLE

The Deputy Wilkins Aerodrome Manager (2IC) is responsible for the day to day tasking and supervision of staff at Wilkins Aerodrome. The 2IC works in direct consultation with the Wilkins Aerodrome Manager (WAM). You will have a high level of communication skills, and the ability to deal with a wide range of complex situations in a remote environment. This is a hands-on role which will require you to operate a wide range of heavy and light machinery, in the maintenance and operation of the 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 2IC is employed at Wilkins Aerodrome in a summer job only.

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. There are 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.

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.

Due to these working conditions, there is emphasis on Wilkins staff having the following personal qualities (see personal qualities criteria below):

- A practical nature and a demonstrated ability to assimilate to formal and on-site training; and
- A high degree of tolerance for your work and living environment, and well developed stress management and coping mechanisms.

WHAT YOU WILL DO ON THE JOB

As the 2IC you will be required to undertake some or all of the following:

- Keep the Wilkins team updated with the plans for the current week's works/flying program, and any other relevant information provided by the WAM, Operations Coordinator/ Station Leader (SL).
- Outline and reinforce program objectives and priorities.
- Assist in supervision and mentoring during the pre-departure training period and whilst in Antarctica of Wilkins Aerodrome staff.



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- Delegate individual responsibilities in the most appropriate method required to achieve the desired outcome, whilst ensuring aerodrome staff are fulfilling their respective duties as set out in their relevant job descriptions.
- Ensure that direction is provided in a clear and concise manner.
- 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 Wilkins Aerodrome Manager (WAM) in their absence.
- Assisting the Wilkins 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 including but not limited to the Wilkins Aerodrome Manual, Operations Manual- Aviation Standard Operating Procedures - Volume 5 and the Intra-Continental Aviation Manual.
- Assist as directed by the WAM with the daily, fortnightly, monthly and end of season reporting.
- Attend station leadership meetings (when possible) in order to identify potential problems and outstanding issues.
- 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 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 critical information about living and working in Antarctica, and must be read in conjunction with this job description prior to applying.

Deputy Wilkins Aerodrome Manager - Technical Criteria

These technical criteria are used to assess your application for 2IC.

1. Essential

To apply for this role you must have the skills and licences listed below.

1. **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).
2. **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;
 - Operating relevant plant (see below);
 - 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. To be suitable you do not need any of these, but they may make you more competitive against other applicants.

Qualifications/licences (provide copies in your application):

- Any licences or Certificates of Competency relevant to the following plant and equipment:
 - Cat D7R Dozer;
 - Cat 14H Grader
 - Prinoth BR 350 Snow Groomer;
 - Hagglands all-terrain vehicles;
 - Overaasen snow blowers; and
 - Case Quadtrac tractors towing compaction/proof rollers, trailers, sleds.



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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.

You will be required to attain the following qualifications/licences prior to commencement with the AAD:

1. A current statement of attainment in the following units of first aid:
 - Provide First Aid (HLTAID003) valid for at least 12 months beyond the date of commencement; and
 - Provide CPR (HLTAID001).



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