



OVERVIEW OF THE ROLE

As an Aircraft Ground Support Officer (AGSO) you will be responsible for ground support for fixed and rotary wing operations in Antarctica. This involves operation of machinery, and manual work including the construction and maintenance of ski landing areas. You will handle fuel and interface with fixed/rotary wing aircraft. You will also transport passengers and cargo to and from aircraft.

Aircraft schedules are heavily influenced by weather conditions. AGSOs often work long hours to capitalise on periods of good weather.

AGSOs are employed in summer jobs at Casey and Davis stations, and Wilkins Aerodrome.

Davis routinely has 2-3 helicopters operating from there over the summer season (3-4 months) as well as fixed wing aircraft.

Casey is more orientated to fixed wing support, however helicopters can be operating when visited by ship and/or project helicopters for shorter periods, typically 2 months or less over the summer period.

Wilkins Aerodrome is a remote ice runway 70 km inland from Casey research station (approximately 3-4 hours by vehicle). Wilkins staff roles consists of Manager (WAM), Deputy Manager (2IC), Aerodrome Plant Operators (APO), Aerodrome Mechanic (AM) and a Camp Support Officer (ACSO).

There is emphasis on AGSOs 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.



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WHAT YOU WILL DO ON THE JOB

As an Aircraft Ground Support Officer you will be required to undertake some or all of the following:

- Construction, maintenance and reporting of Ski Landing Areas to agreed standards.
- Machinery used to construct and maintain Ski Landing Areas varies widely depending on the type of surface and location. The primary machines used are Prinoth BR 350 snow groomer, Cat 297 MTL loader, Challenger and Case tractors (Casey), telehandlers, Hagglunds tracked vehicle, snow mobiles and tracked quad bikes.
- Aviation fuel handling, including the management of station based aviation fuel stocks.
- Passenger and cargo manifesting.
- Coordination and conduct of safety briefings for expeditioners.
- Coordination and assistance with the transport of personnel and cargo to, from and within the aircraft, including the preparation and hook up of helicopter external loads.
- Provision of Ski Landing Area weather observations to pilots and Bureau of Meteorology.
- Providing basic emergency first aid and aviation firefighting and emergency response services as required.
- Maintaining inventory registers of station based Aviation ground support equipment.
- Documenting procedures and making recommendations for the ongoing development of such for future seasons.
- Supporting station, field operations and science programs as required

Senior Aircraft Ground Support Officer

A Senior AGSO will be selected from the group of suitable AGSO candidates. As the Senior AGSO you will be responsible for supervising a team of AGSOs, ensuring the team is kept updated on work plans and scheduling of tasks and delegating individual responsibilities.

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.

Aircraft Ground Support Officer - Technical Criteria

These technical criteria are used to assess your application for Aircraft Ground Support Officer.

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 valid, unrestricted Heavy Rigid (HR) licence.

2. Highly Desirable

These are not essential to the role, but they will make you more competitive against other applicants. To increase the likelihood of your application being successful, you will need to have at least some of these.

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

- A current Statement of Attainment to operate skid steer loader (LS).
- A current Statement of Attainment to operate a front end loader (LL).
- Any licences or certificates of competency relevant to the following plant and equipment:
 - Cat 14H Grader;
 - Cat D7R Dozer;
 - Cat 297 MTL loader;
 - Prinoth BR 350 Snow Groomer;
 - Telescopic materials handler
 - Hagglands all-terrain vehicles;
 - Snow mobiles and tracked quad bikes.

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

- Operation of the plant and equipment listed above.
- Maintenance of the plant and equipment listed above.

3. 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.

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

- cargo handling experience, including the manifesting of such (including Dangerous Goods);
- provision of passenger handling and support services;
- helicopter sling loading;
- air/ground communications;
- aviation fuel handling experience, including fuel stock management;
- provision of meteorological information;
- basic emergency firefighting and rescue; and
- construction and maintenance of Ski Landing Areas or similar civil construction environments would be advantageous.

The **Senior AGSO** should also be able to provide evidence of:

- experience in supervising a small team, preferably in an isolated environment;
- strong communication and problem solving skills; and



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- good computer literacy skills including MS Word, Outlook and Excel.

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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