



OVERVIEW OF THE ROLE

As a Station Communications Technical Officer (COMMTECH), you will carry out routine and complex telecommunications maintenance. You will also make repairs and operate communications equipment. You may install or assist with the installation of complex telecommunications systems.

COMMTECHs are employed in winter jobs at Casey, Davis, Mawson and Macquarie Island. Summer or shorter winter jobs may become available.

Ship based IT and communication support positions may be drawn from successful COMMTECH applicants.

WHAT YOU WILL DO ON THE JOB

As a COMMTECH you will be required to undertake some or all of the following:

- Maintain highly complex telecommunications equipment, systems and facilities at a station.
- Operate radio equipment for communication with field parties, aircraft, ships and small watercraft.
- Undertake limited maintenance of antennas and associated cabling/feeder systems. This may include climbing masts up to 50m high to maintain antennas. Training will be provided before departing for Antarctica.
- Maintain miscellaneous electronic office and amenities facilities, including audio-visual equipment, possibly to component level.
- Provide support to science programs, including Geoscience Australia, Australian Radiation Protection and Nuclear Safety Agency and other projects/agencies as required.
- Assist the Kingston head office information technology staff to maintain IT infrastructure and equipment at a station.
- Oversee the efficient and effective operation of the telecommunications systems, infrastructure and equipment at a station.
- Demonstrate sensitivity for privacy and security requirements at all times.

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.



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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.

Station Communications Technical Officer - Technical Criteria

These technical criteria are used to assess your application for Station Communications Technical 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):
 - An Open Cabling Licence with optical, coax and structured (O, C & S) endorsements.
 - A relevant Associate Degree, Diploma or comparable qualification.
 - A Certificate of Competency in Perform Inspection (MEM15004B).
 - A current, unrestricted "C" class (manual) Australian driver's licence.
2. **Skills and experience** (within the last 5 years):
 - Maintenance of satellite communications systems and equipment, or other microwave communications systems.
 - Installation, maintenance and repair of HF and VHF radio equipment and systems, including masts, antennas and associated cabling/feeder systems.
 - Maintenance and repair of electronic equipment, including to component level.

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.

Skills and experience (within the last 5 years):

- Hardware installation and hardware maintenance of IT infrastructure and equipment, including servers, routers, switches, VoIP equipment, computers and peripherals, and wireless network equipment, including associated copper and optic-fibre structured cabling.
- Radio operating procedures, including air-ground-air communications.



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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.

Candidates considered for a role at Macquarie Island may be required to complete a fitness assessment.

Psychological

You may be required to undertake an adaptability assessment.

Character

You will be subject to a police records check.

Security

Successful applicants will be required to undertake a Baseline security clearance.

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).