



Australian Government

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

Expeditioner Band 3.1 (Executive Level 1) – Engineering Services Supervisor

Classification	Expeditioner Band 3.1 (EL 1) - \$107,778 pa
Total Remuneration	\$173,119 pa (when in Antarctica/sub-Antarctic, inclusive of Antarctic Allowances)
Division	Australian Antarctic Division
Branch	Assets and Technology
Section	Infrastructure Maintenance and Operations/Construction Projects
Location	Based in Kingston, Tasmania. Antarctic and sub-Antarctic
Employment Status	Non-Ongoing (temporary)
Hours	Full Time
Security Clearance	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

The Australian Antarctic Division (AAD) employs a number of Engineering Services Supervisors (ESS) to manage the delivery of infrastructure works and supervise the safe undertaking of all on-site activities carried out by our trades teams over the Antarctic “summer” and/or “winter” period. The ESS personnel are supported by a team of Engineers, Trades people, Project Managers and Administrative support within the Infrastructure group at the Division’s head office.

The Station trades team are typically engaged in all operational aspects of the station buildings and infrastructure (for example power generation, water production and supply, wastewater treatment, station heating, etc). The trades team also undertakes minor new works and larger capital building projects (new and renewal).

You will manage the planned preventive maintenance program for the station, while responding to breakdowns and reactive maintenance needs as they arise. Typically, much of the outside maintenance needs and refurbishment works, along with any new construction works, are undertaken during the summer months (October to March).

An Antarctic station has limited trade, plant and equipment, materials and resources, and there can be conflicting priorities for the work program to be managed alongside science support and general station and community assistance – and the disrupting influence of the weather. It will be your responsibility to schedule the daily work tasks of the trades team based on the predicted weather and availability of plant and resources to meet the works program and the overall station needs.

The Expedition ESS position typically consists of approximately two months pre-departure training in Hobart and five to 12 months in Antarctica. The pre-departure training period includes ESS position specific briefings on work priorities, the computerised maintenance system, as well as the general Antarctic training requirements.

As the ESS, you will also be part of the station leadership team and will be required to display attributes that are consistent with a leadership position.

The Job

As the leader of a trades and technical team, you will foster a supportive, psychologically and physically safe and inclusive culture. You will develop mentoring and coaching opportunities and create a proactive and flexible team.

You will oversee the safe ongoing operation of the station's buildings, infrastructure and services. These operational activities will include power generation and distribution, water production and supply, wastewater treatment, station heating, etc. You will also manage the planned preventive maintenance program for the station and respond to breakdowns; reactive maintenance needs as they arise; and the infrastructure project works programmed for each specific season.

An ESS will utilise engineering and project management knowledge and capability to:

- Co-ordinate the activities of a multi-disciplined trade group, supported by the Leading Hand Trades.
- Use the AAD's computerised maintenance management system to determine upcoming maintenance tasks, including mandatory requirements, and schedule the relevant trade skills and necessary equipment. Where necessary, you will need to undertake discussions with head office trade supervisors when there are competing requirements or limited parts and/or equipment to complete works.
- Manage the work priority your head office supervisors provide in conjunction with the computerised-maintenance-system-generated monthly lists of programmed preventative and mandatory maintenance requirements and works.
- Monitor and report the progress of the summer/winter works program, including preparation of a detailed end of season report. It is expected that monthly written progress reports be provided and regular video conference hook-ups with the various head office trade supervisors will be scheduled.
- Maintain a personal and practical commitment to the AAD's WHS and environmental policies, setting the example and leading by your actions.

- Actively work to ensure effective delivery of the overall AAD program and support all AAD policies as part of the Station Leadership team. This will include scheduling trade personnel for other activities.
- Support key science programs. The level of support is typically spelt out in service level agreements and you will be briefed on these activities prior to departure.
- Prior to departure, you may also be called upon to:
 - Supervise the workload/training program of a multi-disciplined trade group while at AAD Headquarters (Kingston, Tasmania), particularly the summer trades who typically start four weeks prior to deployment.
 - Participate in Antarctic specific briefings/training, relating to the proposed works for the upcoming summer. You will need to be actively engaged in the briefings (some may be unplanned one on one sessions with key staff) and will need to manage your time to ensure that all your needs can be met.
- As a leader, you have specific health, safety and wellbeing responsibilities by modelling and applying safe work practices consistent with the AAD's Work Health 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.

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 relevant trade or technical certificate and demonstrated equivalent experience or relevant engineering degree from an Australian tertiary institution, or a comparable overseas institution.
- A White Card (issued after May 2009) prior to your employment
- 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

Recent demonstrated experience (within the last 5 years):

- On-site direct leadership and supervision in construction and/or maintenance activities in the building or general construction industry.

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

- Other training, courses and/or qualifications relevant to supervisory or managerial roles in the industry.

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

- Technical knowledge/experience in a field related to the maintenance and/or construction of buildings, structures or building services.
- Maintaining appropriate work site safety procedures, including awareness of work health and safety standards.
- Proficiency in risk assessments and job hazard analyses relating to building and construction works or maintenance.
- Proficiency in using computer-based maintenance systems and/or construction program software.
- Assessment of site progress against an approved program, including monitoring of progress for compliance with standards and specifications, ensuring that appropriate quality control is achieved.
- The production of reports, documents and summaries using spreadsheet and word processing software.
- Specification and purchase of materials associated with the building maintenance programs and construction of new works.

Additional

Should your application be successful, it is useful to have some understanding of any additional licences you have:

- Confined space
- Working Safely at Heights
- Remove non-friable asbestos
- Supervise asbestos removal

Required Capabilities

- Well-developed leadership skills.
- High level verbal and written communication skills to communicate clearly and effectively across a broad range of stakeholders.
- Demonstrated planning and project management capability and knowledge of construction and upgrade of building and services.

- Technical knowledge/experience in a field related to the maintenance and/or construction of buildings, structures or building services, including an understanding of appropriate quality control methods and an ability to assess compliance with relevant standards and specifications.
- Demonstrated capability maintaining appropriate work site safety procedures, including sound knowledge of work health and safety standards.
- Capability using a variety of technology including computer-based maintenance management systems, project management software, and Microsoft Office suite in order to identify programmed maintenance requirements, and produce a variety of detailed project documentation, budgets, plans, schedules and reports.
- Current or very recent proficiency in risk assessments and job hazard analyses relating to building and construction works or maintenance.

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.

If required, this may include comprehensive drug screening for compliance to undertake Safety Sensitive Aviation Activities (SSAA).

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

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