

Expeditioner Band 3.1 (EL1) – Station Trades Supervisor (formerly ESS)

Classification	Expeditioner Band 3.1 (EL 1) - \$116,348 pa
Total Remuneration	\$186,885 pa (When in Antarctica/sub Antarctic, inclusive of Antarctic Allowances)
Division	Australian Antarctic Division
Branch	Assets and Technology
Section	Infrastructure Maintenance and Operations/Infrastructure delivery
Location	Kingston, Tasmania and Antarctic/sub-Antarctic deployment
Employment Status	Non-Ongoing (temporary)
Hours	Full-time (37.5 hours per week)
Security Clearance	Not Required

WHO WE ARE – Australian Antarctic Division (AAD)

The AAD is part of the Commonwealth Department of Climate Change, Energy, the Environment and Water (DCCEEW). As primary agency for Australia's Antarctic Program (AAP), the AAD is responsible for achieving the Australian Government's Antarctic goals to:

- maintain the Antarctic Treaty System and enhance Australia's influence within it
- protect the Antarctic environment
- understand the role of Antarctica in the global climate system
- undertake scientific work of practical, economic and national significance.

THE JOB

The Australian Antarctic Division (AAD) employs a number of Trades Supervisors to manage the delivery of infrastructure works and supervise the safe undertaking of all on-site activities carried out by our trade teams over the Antarctic “summer” and/or “winter” period. Trades supervisors are supported by a team of trades people, project managers, engineers and administrative staff within the Antarctic 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, including power generation, water production and supply, wastewater treatment, station heating. The trades team also undertakes minor new works and larger capital building projects, both new constructions and renewal.

As a Station Trades Supervisor, you will oversee the station's scheduled preventive maintenance program while also managing trade response to breakdowns and corrective maintenance as they occur. Typically, most outdoor maintenance tasks, refurbishment projects, and new construction works are carried out during the summer months (October to March), when conditions are more

favourable. Balancing these planned activities with unscheduled repairs will require careful coordination and adaptability.

An Antarctic station operates with limited trades personnel, equipment, materials, and resources, often requiring careful management of competing priorities. In addition to supporting scientific research and general station operations, the weather can pose additional challenges to the work schedule. Your responsibility will be to coordinate the daily tasks of the trades team, considering the forecasted weather and availability of equipment and resources, to ensure the works program is met while addressing the broader needs of the station.

The Station Trades Supervisor role typically involves approximately two months of pre-departure training in Hobart, followed by five to twelve months stationed in Antarctica or on Macquarie Island. The pre-departure training period includes position specific briefings on work priorities, the computerised maintenance management system, and general Antarctic training requirements.

As the Station Trades Supervisor, you will also be part of the station leadership team and will be expected to demonstrate attributes that align with an AAD leadership role.

You should apply for this role if you have the appropriate knowledge, skills and experience and an interest in the challenge of living and working in a small community in a remote environment. Applicants will be assessed and if successful placed in a role for training and deployment, or a merit pool that will be used for future seasons.

Key duties will include, but are not limited to:

As the leader of a trade 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 be responsible for overseeing the safe and efficient operation of the station's buildings, infrastructure, and services. This includes managing essential operations such as power generation and distribution, water production and supply, wastewater treatment, and station heating. Additionally, you will lead the station's planned preventive maintenance program, address any reactive maintenance needs or breakdowns, and oversee the delivery of infrastructure project works scheduled for each season.

A Station Trades Supervisor will apply their technical expertise and project management skills to:

- Lead and co-ordinate the activities of a multi-disciplined trade group.
- Utilise the AAD's computerised maintenance management system to identify upcoming maintenance tasks, including mandatory compliance requirements, and schedule the appropriate trade skills and equipment. This may involve consultation with head office trades supervisors to manage competing priorities, or address limitations due to resource shortages.
- Manage work priorities as determined by head office supervisors, while delivering the monthly worklist of scheduled preventative and corrective maintenance tasks generated by the computerised maintenance system.
- Monitor and report the progress of the summer/winter works program, including preparing a detailed end of season report. You will be expected to provide monthly written progress updates and participate in regular video conferences with head office teams.
- Demonstrate a personal and practical commitment to the AAD's WHS and environmental policies, leading by example through your actions.

- Actively contribute to the delivery of the overall AAD program and support all AAD policies as a member of the Station Leadership team. This will include scheduling trade personnel for other activities as required.
- Provide support for key science programs, as outlined in service level agreements. You will be briefed on these activities prior to departure.
- Prior to departure, you may also be called upon to:
 - Supervise the workload and training program for a multi-disciplined trade group while at AAD Headquarters (Kingston, Tasmania), particularly focusing on the summer trades team who typically start four weeks prior to deployment.
 - Participate in Antarctic specific briefings and training, relating to the upcoming summer's proposed works. Active engagement in briefings is essential and will include managing unplanned one on one sessions with key staff to ensure all your requirements can be met.
- As a leader, you are responsible for health, safety, and wellbeing my modelling and promoting safe work practices in line with the AAD's Work Health Safety Commitment Statement and the AAD Safety Behaviours Framework.

WHAT WE ARE LOOKING FOR - ESSENTIAL

Required Identification/Qualification/License/Ticket	When you need to provide evidence	
	Provide copy with application	obtained prior to job commencement
Trade or Technical Certificate - A relevant trade or technical certificate (Certificate III) and demonstrated experience or relevant engineering degree from an Australian tertiary institution, or a comparable overseas institution.	✓	
White Card (issued after May 2009)		✓
Driver's Licence - A current, unrestricted "C" class (manual) Australian driver's licence.	✓	
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.	✓	
Valid Passport - 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		✓
Provide First Aid (HLTAID011) must be valid for at least 18 months beyond the date of AAD commencement.		✓
Provide basic emergency life support (HLTAID010) 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		✓
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Knowledge and experience

Recent demonstrated experience (within the last 5 years):

- Direct leadership and supervision of onsite maintenance and/or construction trades personnel in the building or general construction industry.

Required capabilities:

- Well-developed leadership skills with a proven ability to inspire and guide teams effectively.
- 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 upgrading of building and services.
- Technical knowledge and experience in maintenance and/or construction of buildings, structures or building services, including understanding quality control methods and assessing compliance with relevant standards and specifications.
- Proven ability to maintain appropriate work site safety procedures, including sound understanding of work health and safety standards.
- Capability across a variety of technology including computer-based maintenance management systems, project management software, and Microsoft Office suite to identify programmed maintenance requirements, and produce detailed project documentation, budgets, plans, schedules and reports.
- Current or recent experience in conducting risk assessments and job hazard analyses relating to building and construction works or maintenance.

WHAT WE ARE LOOKING FOR – 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.

Knowledge and experience

Qualifications/licences:

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

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

- Technical knowledge and experience in the maintenance and/or construction of buildings, structures or building services.
- Implementation of appropriate work site safety procedures, with a strong awareness of work health and safety standards.
- Proficiency in conducting risk assessments and job hazard analyses relating to building and construction works or maintenance.
- Experience 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, to ensure appropriate quality control.
- Production of reports, documents and summaries using spreadsheet and word processing software.

- Specification and procurement of materials related to building maintenance programs and the construction of new works.

Additional:

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

- Confined space
- Working Safely at Heights
- Remove non-friable asbestos
- Supervise asbestos removal
- High-Risk Work Licence

ELIGIBILITY AND OTHER REQUIREMENTS**Personal Qualities:**

During the recruitment selection process, the AAD assesses individual personal qualities required to successfully live and work in an isolated Antarctic/sub-Antarctic community. Successful candidates need to demonstrate the personal qualities detailed [here](#).

Pre-employment check:

Your suitability for employment will be assessed through pre-employment screening including National Police Check, referee checks, pre-employment medical assessment, specified mandatory qualification(s) validation and completion of required probation period.

Work Health and Safety Obligations:

All employees have a duty to take reasonable care of their own health and safety while at work, to ensure their acts or omissions do not adversely affect the health and safety of other persons in line with any reasonable instruction given to comply with the Work Health and Safety legislation.

RecruitAbility:

Under the [APS \(Australian Public Service\) RecruitAbility scheme](#) you will be invited to participate in further assessment for the vacancy if you choose to apply under the scheme; declare you have a disability; AND meet the minimum requirements for the position.

HOW TO APPLY

Information about how to apply can be found [here](#), including further information about AAD jobs.