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LEADING HAND TRADES

OVERVIEW OF THE ROLE

The Leading Hand Trades (LHT) will be an experienced tradesperson who will assist in the co-ordination, management and scheduling of either construction and/or operational & maintenance of station infrastructure.

The Australian Antarctic Division employs a small group of multi-skilled trades personnel at each station to provide the necessary skills to operate & maintain existing infrastructure and also the renewal of existing station buildings and infrastructure. 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, accommodations facilities, etc). This includes the planned preventative and reactive maintenance needs of the buildings, infrastructure and services.

The station trades team also undertakes minor new works and larger capital building projects (new and renewal).

The Station trades team consists of a core group of electricians, plumbers and carpenters. Other specialist tradespeople such as boilermakers/welders, fitter & turners, refrigeration mechanics, etc. are recruited each season depending on work requirements.

The Leading Hand Trades (LHT) must fill one of these hands-on trade roles concurrent with undertaking LHT duties. As LHT you will spend most of your time carrying out your specific trade role (80-90%) as an active part of the trades team, with a short time each week dedicated to the support supervisory role.

Leading Hand Trades are typically employed at Casey, Davis, Mawson and Macquarie Island stations to support an Engineering Services Supervisor (ESS) manage and supervise the planned work program for the season. Should the work program be sufficiently large or complex, there may be a need for multiple ESSs (Maintenance Supervisor and Construction Supervisor) and multiple LHT maybe utilised to provide support for both of these roles. Leading Hand Trades may be employed for the summer season (4-6 months) or for a full winter program (14-16 months) depending on workload and skills required.

A key aspect of this role it to ensure that all work is done in a safe and appropriate manner in an Antarctic or sub-Antarctic environment.

IMPORTANT NOTE: You must also apply for and be found suitable in your trade (carpenter, electrician, plumber, boilermaker/welder, etc.). If you do not complete an application for your trade, your application for LHT will not be assessed.



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WHAT YOU WILL DO ON THE JOB

In addition to the duties outlined in your relevant trade job, as a Leading Hand Trades you will also be required to undertake some or all of the following:

- Be an active, hands-on electrician, plumber, carpenter, or other suitable trade qualified personnel. The LHT is a senior tradesperson and is required to have not only a trade certificate but also demonstrate significant, recent hands-on trade experience.
- As required, maintain a personal and practical commitment to AAD work, health and safety (WHS) and environmental policies, setting the example and leading by your actions.
- Support the ESS to co-ordinate the activities of a multi-disciplined trade team (typically 10-15 members) on an Antarctic station or at Macquarie Island that carry out the station's operational and maintenance activities and as necessary any minor new works.
- Utilise the AAD's computerised maintenance management system, whilst on station, to determine upcoming maintenance tasks including mandatory requirements, and schedule the relevant trade skills and necessary equipment. You will need to undertake discussions with head office trade supervisors where necessary e.g. when there are competing requirements or limited parts and/or equipment to complete works.
- Monitor and report on progress of the works program.
- Organise trade support to science programs where necessary.
- As required, manage a reduced work program without an ESS being on station.
- As a supervisor or leader (irrespective of your title) you have specific health, safety and wellbeing responsibilities by modelling and applying safe work practices consistent with the AAD's 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.

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.



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Technical Criteria

1. 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 suitable trade qualification such as carpenter, electrician, plumber, boilermaker/welder, rigger, and/or fitter and turner.
- A current, unrestricted “C” class (manual) Australian driver’s licence.
- 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 12 months beyond the date of AAD commencement.
 - Provide Basic Emergency Life Support (HLTAID010)
 - Provide CPR (HLTAID009)

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

- Leading, supervising and working as a member of a multi-disciplined trade team.
- Undertaking work in your relevant trade (carpenter, electrician, plumber, boiler maker/welder, etc).

2. 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):

- Using computer based maintenance management systems and/or construction program software
- Identification of material required for the maintenance and/or construction program.
- Maintaining appropriate work site safety procedures, including awareness of work health and safety standards.
- Conducting risk assessments and job hazard analyses relating to building and construction works or maintenance.
- Assessment of on-site progress against an approved program; monitoring progress for compliance with standards and specifications; ensuring that appropriate quality control is achieved.

3. 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



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Personal Qualities Criteria

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 below and this will be assessed during the selection process.

WORK QUALITIES

The personal qualities that relate to an expeditioner being able to effectively complete their work.

Team Work

Refers to an expeditioner's ability to achieve goals in the workplace in collaboration with others.

Expeditioners are able to actively contribute to their group in order to complete tasks, meet goals or manage projects. In actively listening to co-workers and respecting a diverse range of ideas, a team player understands that their team's success is their own success, and they share responsibility when their team experiences difficulties along the way.

Proactive

Refers to an expeditioner's ability to anticipate, recognise and respond to tasks and risks as they arise.

Expeditioners anticipate and are able to respond to situations rather than simply reacting. They demonstrate initiative in the completion of tasks which may be distinct from their work duties, including support to science and social or community activities.

Focus on Excellence

Refers to an expeditioner's personal focus for excellence, as well as their contribution toward the pursuit of excellence as an AAP participant.

Expeditioners are self-motivated to seek excellence in all they do. Excellence should be aspired to in all aspects of expeditioner life including being a good community member. They take pride in the completion of work to a high standard but maintain a drive for continued improvement, both as an individual and a community member. They recognise the value which a collective sense of excellence provides and are an active contributor to it by giving and receiving constructive feedback.



COMMUNITY QUALITIES

The personal qualities that relate to an expeditioner being committed to the organisation, its mission and its work.

Emotional Intelligence

Refers to an expeditioner's willingness and capacity to understand their emotions and the emotions of their colleagues and have the ability to motivate themselves and the team regardless of whether they are in a formal leadership role or not.

Expeditioners are aware of their emotions and how they may impact on others. They are able to manage their own emotions, as well as recognise and respond appropriately to the emotions of others. Expeditioners are able to build strong, lasting relationships, and be an active, empathetic community member ensuring they adapt their personal style to deal with different workplace situations.

Community Mindedness

Refers to an expeditioner's willingness and desire to be an active member of a close and diverse community.

Expeditioners are an active member of a close and diverse community. They are self-sufficient but also comfortable living and working alongside one another while acknowledging and celebrating differences. Expeditioners value respect, harmony, teamwork, equality and inclusion. Expeditioners also respond to disharmony in a manner which is respectful of the individuals involved and builds the community.

Inclusivity

Refers to an expeditioner's understanding of diversity and how people's different backgrounds may impact on how they experience a situation. Expeditioners recognise the value that diversity of thought and experience brings to problem solving and team performance. They actively seek to create inclusion for all.

Expeditioners have a strong sense of respectful curiosity, have a genuine openness to engage with others and consider their differing viewpoints.

ORGANISATION QUALITIES

The personal qualities that relate to an expeditioner being committed to the organization, its mission and its work.

Flexibility

Refers to an expeditioner's ability to recognise the complexities of the problems, situations, and interactions they face and respond in a considered and community-focussed way, under a variety of changing circumstances.

Expeditioners are flexible in their thought processes, procedures, and interpretations and manage work responsibilities alongside community interests and personal time. They recognise the complexity of situations and understand how this impacts their responses. They also recognise that the unique nature of the AAP environment may require them to adapt their work procedures and practices.

Organisational Alignment

Refers to an expeditioner's awareness of, and alignment with, Australia's interests in the Antarctic.

Expeditioners value their work and understand how it contributes to the work the AAP is doing to support Australia's interests in the Antarctic. They recognise the value of Antarctic science and Australia's continued

presence in Antarctica. Expeditioners identify with the values of the organisation and with a shared responsibility and actively contribute toward its evolution through feedback and engagement.

Safety Commitment

Refers to an expeditioner's commitment toward an atmosphere which promotes the mental and physical wellbeing of themselves and their colleagues.

Expeditioners demonstrate a proactive commitment to safety, adhere to AAD's safety systems and make an appropriate effort to understand their obligations and act accordingly.



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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.

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

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 and reference check.

Commitment to Inclusion

AAP 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.



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