Job Description Form

Job Description

<table>
<thead>
<tr>
<th>SAP position number:</th>
<th>80000855</th>
<th>Date approved:</th>
<th>23/07/2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>Classification:</td>
<td>APS 5</td>
<td>Closing date:</td>
<td></td>
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<tr>
<td>Job Title:</td>
<td>Senior Aquarium Technical Officer</td>
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<td>Division:</td>
<td>Australian Antarctic Division</td>
<td>Branch:</td>
<td>Science</td>
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<tr>
<td>Section:</td>
<td>Science Technical Support</td>
<td>Location:</td>
<td>Kingston, Southern Tasmania</td>
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<tr>
<td>Group:</td>
<td>Head Office</td>
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<td>Job is accountable to:</td>
<td>Science Support Technical Manager</td>
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<tr>
<td>Security clearance level required:</td>
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**Note:** If a security clearance is required, the successful applicant must obtain and maintain the appropriate security clearance level for the duration of their employment in the position.

**Function of the position**

Based at Head Office of the Australian Antarctic Division in Kingston, the Senior Aquarium Technical Officer works under limited direction to provide high level technical expertise to ensure the smooth operation of, and to help oversee and manage, both the Kingston Marine Research Aquarium Facility and the AAD’s mobile containerised research aquarium facilities. This position will regularly participate in marine science voyages and will provide specialist technical expertise, innovation and accurate professional advice for the management and maintenance of the on-board mobile aquarium facilities.

The position is expected to also perform routine maintenance and operational activities, and be part of the on-call roster for dealing with any operational issues at Kingston. This includes maintaining records of all required inspections, maintenance, repairs and certifications while balancing the demands of competing priorities.

The position has responsibility for management of aquarium experimental plant and equipment and implements all relevant legislation and AAD policies for aquarium facility users in relation to Work Health & Safety (WHS), biosecurity requirements and environmental responsibilities.

In addition, this position advises on the allocation of aquarium facility resources, including contributing to prioritisation between projects and the distribution of equipment and consumables between competing projects. This position conducts regular quality and safety audits of the aquarium facilities in accordance with legislative and policy requirements, requiring an in-depth understanding of and compliance with relevant legislation and policy frameworks.

The successful applicant will have high level, demonstrated aquaria experience and high level technical skills. They will be able to work under limited direction both independently and as a team member. They will be self-motivated with excellent technical and problem solving skills and attention to detail and they will be flexible, adaptable, and able to work in environments which are sometimes stressful and where priorities change, sometimes in short and/or shifting timeframes. They will have excellent verbal and written communication skills, and be able to communicate with influence.

The position will proactively build and manage complex relationships with internal and external suppliers and stakeholders to help ensure that the aquarium facilities support the AAD science program, the agency goals and individual projects, and will respond to and manage the needs and expectations of users (internal and external) in relation to their use of mobile containerized research aquarium facilities and the AAD Marine Research Aquarium Facility.
Working Environment

The Australian Antarctic Division (AAD) is part of the Commonwealth Department of the Environment and Energy. As primary agency for Australia's Antarctic Program, the AAD is responsible for achieving the Australian Government’s Antarctic goals. These goals are: to maintain the Antarctic Treaty System and enhance Australia's influence within it; to protect the Antarctic environment; to understand the role of Antarctica in the global climate system; and to undertake scientific work of practical, economic and national significance. The AAD also has responsibility for administering the Australian Antarctic Territory and the Territory of Heard and McDonald Islands. The purpose of the Science Branch is to lead and deliver a world-class science program that meets the policy needs of government as articulated in the Australian Antarctic Strategy and 20 Year Action Plan. The branch is responsible for the leadership and coordination of the research required to deliver the Australian Antarctic Science Strategic Plan 2011-2021. The Science Technical Support section supports the advancement of Australia’s strategic, scientific, environmental and economic interests in the Antarctic by providing and managing technical support to the Australian Antarctic Science program in areas including data collection, laboratory and aquarium facilities, marine science, scientific computing, scientific instrumentation and electronics.

Key Activities/Responsibilities

Under limited direction from Marine Research Aquarium Supervisor, the Senior Aquarium Technical Officer will be required to:

- Take a lead role in the forward planning, experimental set up and pre-voyage testing of mobile containerised aquarium systems, including the provision of high level technical advice and problem solving.
- Be responsible for the technical configuration, operation, and maintenance of containerised aquarium systems whilst at sea and provide aquarium support to collaborating researchers and students working at sea.
- Assess and advise users on the safe design and set up of experimental systems and allocation of resources for using mobile containerised aquaria systems at sea.
- Support daily operations of the Marine Research Facility including:
  - day to day maintenance of krill and other live stock;
  - continual production of live algal cultures;
  - cleaning and maintenance of water filtration equipment and work areas;
  - participating in the after-hours on-call roster and contributing to the supervision of junior staff and students.
- This requires demonstrated experience in husbandry and handling of live Antarctic krill or other similar marine invertebrates in aquarium systems.
- Contribute to the allocation of aquarium facility resources, including contributing to prioritisation between projects and the distribution of equipment and consumables between competing projects.
- Be responsible for management of aquarium experimental plant and equipment and implement all relevant legislation and policies for aquarium facility users in relation to Work Health & Safety (WHS), biosecurity requirements and environmental responsibilities.
- Develop technical reports and maintain data sets relating to the operation of aquarium facilities as required.

Reporting Arrangements

Position reports directly to Marine Research Aquarium Supervisor.
## Personal attributes

All criteria will be assessed in relation to the applicant’s ability to perform the duties of the position in accordance with APS Values, APS Employment Principles and the APS Code of Conduct, details of which can be found on the APSC website, as well as in accordance with the social justice principles of equity and workplace diversity and workplace health and safety policy, practices and procedures.

## Qualifications Requirements

A degree in a relevant discipline from an Australian tertiary institution, or a comparable overseas institution, or demonstrated equivalent experience.

## Employment Conditions

This position will require the occupant to participate in Marine Science Voyages that may be up to 3 months duration and may require participation on other voyages or at stations in support of the AAD Science Program. The successful applicant will meet mandatory qualification requirements, satisfy required security and character checks and be the one who best meets the requirements of the position overall.

For this position there are specific medical, adaptability and personal qualities requirements because the successful applicant will be expected to undertake periods of fieldwork in Antarctic and sub-Antarctic regions and will therefore be required to meet the following criteria:

- Demonstrate the range of personal qualities and interpersonal skills necessary to perform as a successful team member within isolated Antarctic and subantarctic environments;
- Be certified as fit for Antarctic service by the AAD’s Polar Medicine Unit, after tests conducted by a medical practitioner nominated by the AAD;
- Demonstrate an ability to effectively adapt and respond to the demands of living and working in an isolated and confined environment as determined by a psychological (adaptability) assessment.

## Application – what’s required

1. Download and complete the Application cover sheet.
2. Complete a statement of claims addressing your suitability for the position, with emphasis on recent work examples and their relevance to the key activities and responsibilities of this position, and in line with the APS Work Level Standards for this position – please ensure that you check the Work Level Standard appropriate to the actual classification of this position. **This statement should be a maximum of Four (4) pages.**
3. Attach current Curriculum Vitae and the contact details for two referees, one of whom should be your current (or most recent) supervisor.
### Application Contact details

<table>
<thead>
<tr>
<th>Name</th>
<th>Chris Marshall</th>
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<tbody>
<tr>
<td>Phone:</td>
<td>03 6232 3397</td>
</tr>
<tr>
<td>Email:</td>
<td><a href="mailto:Chris.Marshall@aad.gov.au">Chris.Marshall@aad.gov.au</a></td>
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### Approval

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<tr>
<th>Delegate signature</th>
<th>Date</th>
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</table>

| Title | |
|-------||

August 2019