Job Description

Job Title: Polar Technology Manager
Position number: 80003001
Date approved: 
Classification: EL 2
Closing date: 
Division: Australian Antarctic Division
Branch: Technology & Innovation
Section: Polar Technology
Location: Kingston, Southern Tasmania
Group: Head Office
Job is accountable to: General Manager Technology & Innovation
Security clearance level required: Negative Vet 1

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 (AAD), the Polar Technology Manager is responsible for the leadership and management of highly qualified and experienced technicians and engineers in the Polar Technology Section within the Technology & Innovation Branch. The position will have oversight of the technical services, design and marine acoustics teams and the electronics laboratory with responsibility for managing staff and work programs within these areas. A key role is providing leadership in engagement within the AAD and the Australian Antarctic Program (AAP) and undertaking strategic planning and coordination.

The Polar Technology Section is a high performing team that plays a critical role in the organisation, resourcing, equipping and enabling of many Antarctic operations and projects. The position manages and supervises highly complex technical work in the design, manufacture, operation and maintenance of specialised electronic instrumentation and science equipment in a dynamic work area that provides many opportunities to work on different projects and tasks concurrently.

Working Environment

The Australian Antarctic Division (AAD) is part of the Commonwealth Department of Agriculture, Water and the Environment. 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.

Key Activities/Responsibilities

Under broad direction from the General Manager Technology & Innovation, lead and manage the work of the Polar Technology Section in support of the AAD with direct responsibility for managing and leading the:

- technical Services area;
- marine Acoustics area;
- design area;
- electronics laboratory;
- assessment and implementation of emerging technologies; &
- Other technical/engineering program support activities across the AAD/AAP.
Particular responsibilities of the Polar Technology Manager are:

- Lead and manage the work and output of the Polar Technology Section. This will involve:
  - Liaising closely with relevant planning groups to ensure clear and achievable objectives and goals are defined within appropriate project planning
  - Workforce planning for activities in Australia, at sea and at Antarctic and sub-Antarctic stations
  - Fostering a productive and service-orientated team environment by leading and partaking in a shared commitment to service delivery
- Prepare and control relevant briefs, staffing resource plans and ongoing expenditure of the group
- Protect intellectual property developed within the group
- Lead WHS activities, compliance and continuous improvement within the Section and Technology & Innovation Branch.
- Lead engagement to build strong relationships and networks to enable the flexible management of technical systems and capabilities in an agile and pro-active environment.

In achieving these objectives the Polar Technology Manager will demonstrate:

- strong leadership capability.
- excellent communication and interpersonal skills.
- self-motivation with excellent management and technical skills and be proactive, flexible, resilient and adaptable to work in environments which are sometimes stressful and where priorities change, sometimes in short and/or shifting timeframes – good time management is essential.
- sound judgement and highly developed problem solving capabilities and be innovative in their approach to the development of solutions.
- the skills and capacity to develop and support quality working relationships with a range of stakeholders to respond to needs, manage expectations and solve problems.

**Reporting Arrangements**

Position reports directly to the General Manager Technology & Innovation.

**Personal attributes**

All criteria will be assessed in relation to the applicants’ relative 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](https://www.apsc.gov.au), 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 electronics engineering 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 which may be up to 3 months duration and may require participation on other voyages or at stations in support of 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 2 pages.**
3. Attach a current Curriculum Vitae and the contact details for two referees, one of whom should be your current (or most recent) supervisor.

**Application Contact details**

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<tr>
<th>Name</th>
<th>Phillip Boxall</th>
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<tr>
<td>Phone</td>
<td>03 6232 3106</td>
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<tr>
<td>Email</td>
<td><a href="mailto:Phillip.Boxall@awe.gov.au">Phillip.Boxall@awe.gov.au</a></td>
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**Approval**

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<td>Human Resources Manager, Australian Antarctic Division</td>
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