



**Australian Government**

**Department of Agriculture, Water and the Environment**

## Project Officer – Fast Track to Clean Up Antarctica Project

<b>Job Reference</b>	80003046
<b>Classification</b>	APS5
<b>Division</b>	Australian Antarctic Division
<b>Branch</b>	Science
<b>Section</b>	Environmental Protection Program
<b>Location</b>	Hobart, 203 Channel Highway, Kingston, Tasmania 7050
<b>Employment Status</b>	Non-ongoing (fixed task)
<b>Hours</b>	Full time
<b>Security Clearance</b>	Not Required

### Who we are

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 (AAP), 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 role of the AAD 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 Science Strategic Plan and the Australian Antarctic Strategy and 20 Year Action Plan.

The Environmental Protection Program within the Science Branch has responsibility for undertaking research in conservation biodiversity, environmental risk assessment and remediation. Environmental management of human impacts associated with local and global stressors is the key research area for the program, with a focus on contaminants and non-native species in marine and terrestrial environments in Antarctica and on sub-Antarctic Macquarie Island. The EPP delivers critical and robust scientific data to inform policy and operations for applied environmental protection outcomes on behalf of the Australian government. The Fast Track to Clean Up Antarctica project is a key project within the Environmental Protection Program.

### The Job

As part of the Australian Antarctic Strategy and 20 Year Action Plan, the Australian government has committed to developing an Antarctic Clean-Up Strategy to manage and reduce the impact of legacy waste and environmental contamination arising from over 60 years of Australia's operations in the Antarctic and sub-Antarctic.

To support this commitment, the “Fast Track to Clean up Antarctica” project is being established to:

1. undertake systematic assessments of waste and contamination at all Australian sites across the Australian Antarctic Territory;
2. accelerate the development of priority assessment tools, clean up and remediation technologies specific to Australia’s Antarctic sites; and
3. develop a fully actionable Antarctic clean up strategy, by 2025, that prioritises sites for clean-up and remediation based on net environmental benefit.

The Project Officer will provide project management and administrative support for the establishment and implementation of the Fast Track to Clean Up Antarctica Project. In particular, the Project Officer will coordinate the generation of project documentation, budget, finance and compliance/governance reports. This will require preparing reports to divisional and departmental stakeholders, as well as daily support activities including record keeping, document control, inducting staff and visitors, coordinating staff activities, and general office duties. In addition, the Project Officer will provide support to related AAD-wide environmental management activities (up to 20% of the time) at the discretion of the AAD’s Environmental Manager and the AAD’s Remediation Manager.

At times the nature of the work, timing and scheduling will have a high degree of unpredictability. Our teams need to adapt and refocus in response to changing priorities. The Project Officer therefore needs to be flexible, adaptable and thrive in uncertainty.

The position will report to the Project Lead - Fast Track to Clean Up Antarctica in the Environmental Protection Program within the Science Branch.

### **Experience, skills and capabilities**

We thrive when our teams are made up of people from different backgrounds, cultures, genders, education, training and skills.

The required experience, skills and capabilities that applicants will be assessed against are:

1. Demonstrated ability in the preparation of high quality written documents, project reports and presentations for a range of audiences, particularly for projects related to environmental management and science.
2. Proven experience with financial management, procurement and project governance.
3. Excellent organisational abilities in relation to the day to day running of complex projects, scientific programs and general office duties.
4. Demonstrated ability and skills to support productive working relationships with a wide range of staff and stakeholders in a multidisciplinary science and project management environment.

### **Desirable/Mandatory qualifications**

- A relevant tertiary qualification from an Australian tertiary institution, or a comparable overseas institution, or demonstrated equivalent experience.

### **Eligibility and other requirements**

**Citizenship** - To be eligible for employment with the Department of Agriculture, Water and Environment you must be an Australian citizen.

**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 where required a pre-employment medical assessment, specified mandatory qualification(s) validation and a probation period of 6 months.

### **Statement of claims**

Applicants are required to submit a current Curriculum Vitae / Resume and a statement of claims (**two page maximum**) outlining why you are interested in this position and why you believe that you have the skills, knowledge and experience to be considered for this role. Please provide examples which demonstrate your ability to perform the duties of the position.

The key areas, or points, listed above describe the particular skills, abilities, knowledge and where applicable the qualifications required to achieve the desired outcomes for the role and your statement of claims against these is an essential part of the shortlisting process. If shortlisted, applicants may be asked to attend an interview to provide further examples against these key areas/points to demonstrate their ability to perform the duties of the position.

Applicants must demonstrate the ways in which they will be of value for the job and the organisation. You must make sure that you adequately address each key area or point and cite evidence of your suitability. Do not simply state that you meet the requirements - it is essential that you provide examples from your current or past role(s) which demonstrates how you meet each of the key areas or points. You should focus on how your experience, achievements and capabilities will enable you to successfully undertake the responsibilities of the role(s).

The Australian Public Service Commission has produced an excellent guide to applying for jobs in the Australian Public Service. You can access this information at APSCs [Cracking the Code](#).

### **Work Health and Safety Obligations**

All workers (APS 1-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.

### **RecruitAbility**

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the position. For more information see <https://www.apsc.gov.au/recruitability>

**Contact**

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