



Australian Government

**Department of Climate Change, Energy,
the Environment and Water**
Australian Antarctic Division

Expeditioner Band 1.3 (APS 3) – Station Support Officer

Classification	Expeditioner Band 1.3 (APS 3) - \$71,068 pa
Total Remuneration	\$136,409 pa (when in Antarctica/sub-Antarctic, inclusive of Antarctic Allowances)
Division	Australian Antarctic Division
Branch	Operations and Logistics
Section	Station and Field Operations
Location	Based in Kingston, Tasmania. Antarctic and sub-Antarctic
Employment Status	Non-Ongoing (temporary)
Hours	Full Time
Security Clearance	Not Required

Commitment to Inclusion

AAD 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.

Overview

The Australian Antarctic Program needs highly skilled and passionate people to support Australia's activities on the icy continent where we undertake world-class scientific research to deliver national priorities and answer key questions of global significance.

The Station Support Officer positions will be based at Casey and Davis Stations in Antarctica for the duration of the Summer Season and will be responsible for providing general kitchen support and hotel housekeeping duties and related support tasks at an Antarctic station.

The Job

An example of the range of duties which may be required is listed below (Please note the successful applicant/s will be expected to be capable of performing ALL of the below tasks):

- Assist the station chef with food preparation and cleaning duties in the kitchen and mess and collect stores as required;
- Undertake hotel housekeeping duties involving cleaning bedrooms, changing linen/bedding, etc.;
- Undertake other general cleaning and restocking duties around the station;
- Undertake general laundry duties for washing kitchen materials, linen, bedding, etc.;
- Undertake other general duties in support of the community as determined by the Station Leader from time to time;
- Assist with stocktaking and general stores duties;

- Assist with unpacking of food and household cargo during and following resupply;
- The successful incumbent will be required to be on their feet for extended periods daily;
- The position/s will be supervised by the Station chef when working in the kitchen, however the overall manager for the position/s will be the Station Leader;
- The AAD is committed to providing a safe place of work, safe systems of work and a culture in which care for one another's safety and wellbeing is central to the way we do things. Having stated this, you are going to an extreme workplace. The consequences of you failing to understand your responsibilities can be catastrophic. It is therefore incumbent on all expeditioners to understand and implement the AADs Work Health 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.

What we are looking for

Essential

Qualifications/licences (provide copies in your application):

- Valid passport when travelling to the Antarctic or sub-antarctic. 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.
- 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 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.

Recent hands-on experience (within the last 3 years):

- Demonstrated experience in cleaning or janitorial work in an accommodation facility (for example field camp, cruise ship, hotel housekeeping), and/or
- Demonstrated experience in a commercial or industrial kitchen (including basic food preparation, cleaning of kitchen area including doors, floors, equipment, cleaning of industrial cookware, crockery, mess facilities, and sanitisation of common areas).
- Demonstrated experience working under a work, health and safety system.
- Proven customer service experience and skills.

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 (provide copies in your application):

- A current, unrestricted “C” class (manual) Australian driver’s licence

Recent hands-on experience (within the last 3 years):

- Experience in handling and sorting recyclables and kitchen waste.
- Familiarity with the handling and use of industrial cleaning products.
- Demonstrated understanding of safe food handling practices.

Personal Qualities - 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 [here](#). This will be assessed during the selection process.

Eligibility and other requirements

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

Security Clearance - This position does not require a security clearance.

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 a pre-employment medical and psychological adaptability assessment, specified mandatory qualification(s) validation and a probation period.

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

Requirement to be vaccinated under public health orders

It may be a condition of your employment that:

1. if you are required to be vaccinated against COVID-19 under an applicable Australian law; or
2. if the department is unable under an applicable Australian law to permit you to attend for work (ie outside of your usual place of residence) unless you are vaccinated against COVID-19,

You must be up to date with your COVID-19 vaccinations, and you must also comply with all recommendations from public health authorities regarding any additional vaccinations that ensure the effectiveness of the COVID-19 vaccine that you have received.

How to Apply

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.

Apply for this role by submitting your application through our [Jobs in Antarctica](#) website. If you have any questions regarding this role, email the contact officer.

Your email is our primary method of contacting you; please make sure that the email and phone number you provide us is correct, current and accessible. **We recommend applicants to not use their work email on their application for accessibility.**

Work Health and Safety Obligations

All workers (APS1-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.

Contact

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