



Australian Government

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



AUSTRALIAN
ANTARCTIC
PROGRAM

Expeditioner Band 1.3 (APS 3) – Station Support Officer

Classification	Expeditioner Band 1.3 (APS 3) - \$73,911 pa
Total Remuneration	\$141,865 pa (When in Antarctica/sub-Antarctic, inclusive of Antarctic Allowances)
Division	Australian Antarctic Division
Branch	Operations and Logistics
Section	Station and Field Operations
Location	Kingston, Tasmania and Antarctic/sub-Antarctic deployment
Employment Status	Non-Ongoing (temporary)
Hours	Full-time (37.5 hours per week)
Security Clearance	Not Required

WHO WE ARE – Australian Antarctic Division (AAD)

The AAD is part of the Commonwealth Department of Climate Change, Energy, the Environment and Water (DCCEEW). As primary agency for Australia's Antarctic Program (AAP), the AAD is responsible for achieving the Australian Government's Antarctic goals to:

- maintain the Antarctic Treaty System and enhance Australia's influence within it
- protect the Antarctic environment
- understand the role of Antarctica in the global climate system
- undertake scientific work of practical, economic and national significance.

THE JOB

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

You should apply for this role if you have the appropriate knowledge, skills and experience and an interest in the challenge of living and working in a small community in a remote environment. Applicants will be assessed and if successful placed in a role for training and deployment, or a merit pool that will be used for future seasons.

Key duties will include, but are not limited to:

Please note the successful applicant/s will be expected to be capable of performing ALL of the below task:

- 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

WHAT WE ARE LOOKING FOR – ESSENTIAL

Required Identification/Qualification/Licence/Ticket	When you need to provide evidence	
	Provide copy with application	obtained prior to job commencement
Driver’s licence – Current, unrestricted “C” class (manual) Australian driver’s licence	✓	
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.	✓	
Valid Passport - 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		✓
Provide First Aid (HLTAID011) 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		✓

Knowledge and experience:

You must have demonstrated recent hands-on experience within the last 3 years in **at least one** of the following:

cleaning or janitorial work in an accommodation facility (for example field camp, cruise ship, hotel housekeeping),

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)

You must also have: (within the last 3 years)

- Demonstrated experience working under a work, health and safety system
- Proven customer service experience and skills

WHAT WE ARE LOOKING FOR – 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

ELIGIBILITY AND OTHER REQUIREMENTS

Personal Qualities:

During the recruitment selection process, the AAD assesses individual personal qualities required to successfully live and work in an isolated Antarctic/sub-Antarctic community. Successful candidates need to demonstrate the personal qualities detailed [here](#).

Pre-employment check:

Your suitability for employment will be assessed through pre-employment screening including National Police Check, referee checks, pre-employment medical assessment, specified mandatory qualification(s) validation and completion of required probation period.

Work Health and Safety Obligations:

All employees have a duty to take reasonable care of their own health and safety while at work, to ensure their acts or omissions do not adversely affect the health and safety of other persons in line with any reasonable instruction given to comply with the Work Health and Safety legislation.

RecruitAbility:

Under the [APS \(Australian Public Service\) RecruitAbility scheme](#) you will be invited to participate in further assessment for the vacancy if you choose to apply under the scheme; declare you have a disability; AND meet the minimum requirements for the position.

HOW TO APPLY

Information about how to apply can be found [here](#), including further information about AAD jobs.