



**Australian Government**

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

## Expeditioner Band 2.5 (APS 6) – Senior Aircraft Ground Support Officer

<b>Classification</b>	Expeditioner Band 2.5 (APS 6) - \$94,838 pa
<b>Total Remuneration</b>	\$160,179 pa (when in Antarctica/sub-Antarctic, inclusive of Antarctic Allowances)
<b>Division</b>	Australian Antarctic Division
<b>Branch</b>	Operations and Logistics
<b>Section</b>	Aviation Operations - Stations
<b>Location</b>	Based in Kingston, Tasmania. Antarctic and sub-Antarctic
<b>Employment Status</b>	Non-Ongoing (temporary)
<b>Hours</b>	Full Time
<b>Security Clearance</b>	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**

As the Senior Aircraft Ground Support Officer (SAGSO) you will be responsible for is responsible for the day to day tasking and supervising a small team of Aircraft Ground Support Officers (AGSO), ensuring the team is kept updated on work plans and scheduling of tasks and delegating individual responsibilities, as well as ensuring the safe operations of the Ski Landing Areas and helicopter landing sites.

You will have a high level of communication skills, and the ability to deal with a wide range of complex situations, given the remote nature of Antarctic aviation operations.

SAGSOs are responsible for a diverse range of duties in support of fixed and rotary wing operations in Antarctica. This is a hands-on role, which will require you to operate a wide range of heavy and light machinery, along with servicing the needs of ground support requirements for a wide range of Aircraft. This involves operation of machinery and manual work, including the construction, maintenance and operation of ski landing areas. You will handle fuel and interface with fixed/rotary wing aircraft. You will also transport passengers and cargo to and from aviation facilities and aircraft.

Aircraft schedules are heavily influenced by weather conditions. SAGSOs often work long hours (up to 12 hours) to capitalise on periods of good weather.

SAGSOs are employed in summer jobs at Casey and Davis stations working in small teams of typically 2-6. Casey SAGSO's routinely assist at Wilkins Aerodrome as operational needs dictate.

Davis routinely has 2-3 helicopters operating from there over the summer season (3-4 months) as well as fixed wing aircraft.

Casey is more orientated to fixed wing support, however helicopters can be operating when visited by ship and/or project helicopters for shorter periods, typically 2 months or less over the summer period.

Wilkins Aerodrome is a remote ice runway 70 km inland from Casey research station (approximately 3-4 hours by vehicle).

### **The Job**

As a SAGSO, you will be required to undertake some or all of the following:

- Ensuring rotary and fixed wing Antarctic Operations are safely conducted in accordance with AAD manuals and procedures;
- Actively attend Operations briefings and update the AGSO team with the plans for the current week's flying program, and any other relevant information provided by the Operations Coordinator/ Station Leader and pilots as part of the daily operations brief or otherwise.
- Outline and reinforce program objectives and priorities consistently and often to ensure attention to them.
- Assist in supervision and mentoring during the pre-departure training period and while in Antarctica.
- Delegate individual responsibilities in the most appropriate way to achieve the desired outcome.
- Construction, maintenance and reporting of Ski Landing Areas to agreed standards.
- Operate machinery used to construct and maintain Ski Landing Areas varies widely depending on the type of surface and location. The primary machines used are Prinoth snow groomer, Cat 289D MTL loader, Case Quad Trac tractor (Casey), telehandlers, Hagglunds tracked vehicle, snowmobiles and tracked quad bikes.
- Assisting the Diesel mechanic/s where necessary to complete all reactive and preventative maintenance and repairs to mobile and stationary equipment fleet as required.
- Aviation fuel handling, including the management and transportation of station based aviation fuel stocks.
- Passenger and cargo manifesting.
- Coordination and conduct of safety briefings for expeditioners.
- Coordination and assistance with the transport of personnel and cargo to, from and within the aircraft, including the preparation and hook up of helicopter external loads.
- Provision of Ski Landing Area weather observations to pilots and Bureau of Meteorology.
- Providing basic emergency first aid and aviation firefighting and emergency response services as required.
- Maintaining inventory registers of station based Aviation ground support equipment.
- Documenting procedures and making recommendations for the ongoing development of such for future seasons.

- Supporting station, field operations and science programs as required.
- As a supervisor or leader (irrespective of your title) you have specific health, safety and wellbeing responsibilities by modelling and applying safe work practices consistent with the AAD's Safety Commitment Statement and the AAD Safety Behaviours Framework
- 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.
- Model appropriate leadership behaviour; support the station leader with leadership functions; lead a team of people; and manage individual performance.

## **What we are looking for**

### **Essential**

You can only be selected for this role if you have these essential skills and licences.

### **Qualifications/licences** (provide copies in your application):

- A valid, unrestricted Heavy Rigid (HR) licence.
- 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 5 years):

- Experience in managing/supervising a small team, preferably in an isolated environment;
- Strong communication and problem solving skills; and
- Demonstrated application of manuals and Standard Operating Procedures;
- Working under time pressure with a flexible approach to working hours;

- Demonstrated experience in the operation mobile plant/equipment relevant to aviation operations
- Experience in the operation mobile plant/equipment, in the following fields- agricultural, snowfields, forestry, civil construction or mining environment or similar.
- Good computer literacy skills including MS Word, Outlook and Excel.

### **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 with in your application):

- A current Statement of Attainment to operate skid steer loader (LS).
- A current Statement of Attainment to operate a front end loader (LL).
- Any licences or certificates of competency relevant to the following plant and equipment:
  - Tracked Dozer (DZ);
  - Snow Groomer;
  - Telescopic materials handler
  - Hagglands all-terrain vehicles;
  - Snow mobiles and tracked quad bikes.
  - Tractors - towing implements

### **Recent hands-on experience** (within the last 5 years):

- Operation of the mobile plant and equipment listed above.
- Maintenance of any plant and equipment including those listed above.
- Construction and maintenance of Ski Landing Areas or similar civil construction environments would be advantageous.
- cargo handling experience, including the manifesting of such (including Dangerous Goods);
- provision of passenger handling and support services;
- helicopter sling loading;
- air/ground communications;
- aviation fuel handling experience, including fuel stock management;
- provision of meteorological information;
- basic emergency firefighting and rescue.

**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.

As this role will require you to be involved in a Safety Sensitive Aviation Activities, a condition of employment is that you will be required to undertake drug and alcohol screening of urine and/or saliva samples.

**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**

Name: Aviation Team

Email address: aviation.operations@aad.gov.au