



**Australian Government**

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

## Expeditioner Band 2.5 (APS 6) – Refuelling Supervisor

<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>	Maritime Logistics
<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 a Refuelling Supervisor you will be responsible for the safe and efficient transfer of fuel and associated activities during the course of station resupply. These activities include supervising and taking responsibility for the conduct of ship to shore, station refuelling operations in Antarctica, Sub-antarctic.

Resupply of fuel is usually accomplished by the transfer of bulk fuel from ship to shore through a fuel hose. Fuel transfer may occur over water or over ice, depending on weather and ice conditions proximate to the station. The transfer of bulk fuel in an environmentally sensitive location and Antarctic conditions requires the effective management of significant safety and environmental risks.

The Refuelling Supervisor works up to 8 months throughout the Summer season on multiple voyages.

### **The Job**

The Refuelling Supervisor will work under limited direction from the Voyage Leader for the safe and efficient transfer of fuel and associated activities during the course of the voyage.

You will manage the repair, service, modification and testing of refuelling equipment used in support of Australia's Antarctic Program while in Hobart or other designated ports of departure.

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

- Supervision and taking responsibility for the conduct of ship to shore, station refuelling operations in Antarctica and Macquarie Island.
- Preparation and testing of refuelling equipment in Hobart prior to the commencement of each Antarctic shipping season.
- Development of Standard Operating Procedures (SOP's) and operating Instructions to ensure refuelling operations are conducted in a safe and efficient manner.
- Ensuring that all refuelling equipment required for the voyage is on board the ship before departure and is accessible as required.
- Preparation of reports on completion of all refuelling operations.
- Provision of advice on the development of refuelling systems to enable station refuelling to occur from various ships as required.
- Provision of advice on the continuous improvement of refuelling equipment and systems to ensure the AAD has the most robust and efficient refuelling system available.
- 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**

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

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

- A current, unrestricted "C" class (manual) Australian driver's 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 experience** (within the last 5 years)

- Supervision of bulk fuel transfer
- Refuelling operations

**Capabilities**

- Capability in the supervision and coordination of safe bulk fuel transfer using soft wall hose in cold climate, exposed marine situations such as those found in Antarctica and the Southern Ocean
- Comprehensive knowledge of bulk fuel transfer and equipment (hose, pumps, etc.) standards and industry accepted practices with regard to ship to shore bulk fuel transfer.
- Strong, proactive focus on safety and knowledge of safe methods of bulk fuel transfer.
- Well-developed interpersonal and communication skills, with the ability to effectively: Investigate incidents, write reports and coordinate a diverse team of people to achieve a technically difficult outcome in an isolated location, under pressure of conditions, time and limited resources.
- Organisational capability, including sound judgement in time-limited, pressure situations, effective planning capability, initiative and problem-solving skills.
- A strong, proactive focus on protection of the Antarctic environment through the responsible management of bulk fuel transfer activities

**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):

- Diesel mechanic or other mechanical trade

**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**

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