



Australian Government

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



AUSTRALIAN
ANTARCTIC
PROGRAM

Expeditioner Band 3.1 (EL1) - Camp Manager

Classification	Expeditioner Band 3.1 (EL 1) - \$121,755 pa
Total Remuneration	\$194,691 pa (When in Antarctica/sub-Antarctic, inclusive of Antarctic Allowances)
Division	Australian Antarctic Division
Branch	Antarctic Operations & 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 Camp Manager will work under the broad direction of the appointed Field Leader prior to departure and during deployment.

As a member of the field camp's senior leadership team, the role may include a Deputy Field Leader component where the incumbent may be required to relieve the Field Leader if operational priorities require it.

The position has an operational and strategic focus, working with a significant level of autonomy, capable of managing and prioritising personal workloads and those of the broader field camp community. The Camp Manager will work with a range of operational and science stakeholders in a high-tempo environment, requiring emotional intelligence and a high level of written and verbal communication skills.

Specifically, this position is responsible for the management of pre-campaign field camp design refinement, cargo consignment, in-field camp construction/demobilisation and ongoing operational camp management. Deep field operations, camp infrastructure maintenance and ongoing project support are particularly dynamic in nature and require a highly flexible approach to the way daily functions are prioritised. This position plays an essential role in ensuring the delivery of safe field operations to the AAP.

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:

- Pre-deployment camp planning, development/review of related doctrine and risk management;
- Deliver camp construction/deconstruction activities at season commencement and conclusion;
- Manage all aspects of “day to day” camp operations including the maintenance of mechanical, electrical and plumbing systems, resupply activities and waste management;
- Manage a team of field camp support staff and be responsible for the provision of a safe workplace;
- Ensure safe and effective delivery of science and operational objectives;
- Relieve the Field Leader during planned or unplanned absence, requiring a broad understanding of overall project operations and priorities including aviation scheduling, communications and camp community engagement; and
- Provide leadership and support during incident management response, including planning and delivery support for related training and exercises.
- Provides the Field Leader with post-deployment camp reporting and analysis as part of the Field Operations continuous improvement framework.

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 basic emergency life support (HLTAID010) 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		✓
MSIC and ASIC Licences – if the position requires unescorted access within an aviation or maritime security zone, you will be required to obtain and maintain an Aviation Security Identification Card (ASIC) or Maritime Security Identification Card (MSIC)		✓

Knowledge and experience - Essential:

- A strong and demonstrable background in project management;
- Strong written and verbal communication skills with a demonstrated background in stakeholder engagement to a high standard;
- A proven and thorough understanding of what is required to maintain a safe working environment, following applicable WHS legislation;
- High level experience in the delivery of complex project activities in a remote environment;
- A demonstrated ability to lead and manage small teams effectively and efficiently to achieve key project timelines and milestones;
- A demonstrated ability to adapt to change and prioritise work in a rapidly evolving operational environment; and
- A strong and demonstrable understanding of remote area logistics and operations.

WHAT WE ARE LOOKING FOR - DESIRABLE

Knowledge and experience

Highly Desirable:

- Trade qualifications relevant to the construction and delivery of temporary infrastructure into remote areas;

Desirable:

- Coxswain NC1 Certificate of Competency;
- Experience working and leading/managing a small team in a remote environment;
- Knowledge of and/or experience in a national Antarctic program or similar; and/or
- Experience with and/or understanding of supporting assets, such as complex logistics (e.g aviation and shipping) to enable remote operations.
- Strong leadership and human resource management skills;
- Strong communication and stakeholder engagement skills, with the ability to clearly communicate and positively influence others;
- Demonstrated ability to manage competing priorities and meet deadlines in a dynamic working environment; and
- Proactive problem-solving skills with the ability to work both autonomously and as part of a diverse team.

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.

HOW TO APPLY

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