



Australian Government

Department of Climate Change, Energy, the Environment and Water

Camp Manager

Job Reference	29970
Classification	Expeditioner Band 3.1 (EL 1) - \$112,089 pa
Total Remuneration	\$180,043 pa (when in Antarctica/sub-Antarctic, inclusive of Antarctic Allowances)
Division	Australian Antarctic Division
Branch	Antarctic Operations & Logistics
Section	Station and Field Operations
Location	Based in Kingston, Tasmania. Antarctic and sub-Antarctic
Employment Status	Non-Ongoing (temporary)
Hours	Full-time (37.5 hours per week)
Security Clearance	Not Required

Overview

The Australian Antarctic Division (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 AAD also has responsibility for administering the Australian Antarctic Territory and the Territory of Heard and McDonald Islands.

The Antarctic Operations & Logistics Branch plans, coordinates, facilitates and delivers operations for the AAP by safely resupplying and sustaining Australia's Antarctic research stations, and building operational capacity to deliver future Antarctic projects.

Under this Branch, the Station and Field Operations Section is responsible for coordinating and providing operational support for science, along with other designated projects and programs. The section oversees leadership, management and sustainment of Australia's four Antarctic and sub-Antarctic stations; coordination and support of field activities including deep field capability; provision of clothing and kitting for expeditioners; plus, implementation of a modern traverse capability and inland station operations.

The role

The Camp Manager will work under the broad direction of the Field Operations Manager, which will transition to 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 refinement, cargo consignment, in-field camp construction and 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.

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
- Provide leadership and support during incident management response, including planning and delivery support for related training and exercises

What we are looking for

Knowledge and experience - Required:

- 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 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
- A strong and demonstrable understanding of remote field camp logistics and operations

Knowledge and experience - Desirable:

- Trade qualifications relevant to the construction and delivery of temporary infrastructure into remote areas
- Experience working and leading/managing small team in a remote environment
- Knowledge of and/or experience in a national Antarctic program
- Experience with and/or understanding of supporting assets, such as aviation and shipping to enable remote field camp delivery/operations

Skills and capabilities

- 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
- Proactive problem-solving skills with the ability to work both autonomously and as part of a diverse team

Eligibility and other requirements

Citizenship - to be eligible for employment with DCCEEW you must be an Australian citizen.

Pre-employment check - your suitability for employment will be assessed through a pre-employment screening process including National Police Check, referee checks, character clearance, pre-employment medical assessment, specified mandatory qualification(s) validation and a probation period of 6 months.

Qualifications and licenses - (please provide copies in your application):

- Current, unrestricted “C” class (manual) Australian driver’s license
- Current Provide First Aid (HLTAID003) qualification, valid for at least 12 months beyond the date of commencement
- Current Provide CPR (HLTAID001) qualification, valid for at least 12 months beyond the date of 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).

Vaccinations

It is a condition of your employment that you are vaccinated against COVID-19.

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 people who may be under-represented in the industry: women, gender diverse, LGBTQIA+, culturally and linguistically diverse, and Aboriginal and/or Torres Strait Islanders.

How to apply

Applicants are required to submit a current CV/resume and a statement of claims (**750 words maximum**) outlining why you are interested in this position and why you believe that you have the skills, capabilities, knowledge and experience to be considered for this role. Please provide examples demonstrating your ability to perform the duties of the position.

Key criteria describe the skills, capabilities, knowledge, and experience, and where applicable qualifications, required to achieve the desired outcomes for the role. Your statement of claims is an essential part of the shortlisting process. If shortlisted, applicants may be asked to attend an interview to provide further examples against these key areas/points to demonstrate their ability to perform the duties of the position.

Applicants must demonstrate the ways in which they will be of value to the job and the organisation. You must make sure that you adequately address each key area or point and cite evidence of your suitability. Do not simply state you meet the requirements. It is essential that you provide examples from current or past role(s) demonstrating how you meet each of the key areas or points. Focus on how your experience, achievements and capabilities will enable you to successfully undertake the responsibilities of the role.

Work Health and Safety Obligations

All employees 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. They play a critical role in supporting 'Officers' to exercise due diligence and in consulting with duty holders.

RecruitAbility

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the position. For more information see <https://www.apsc.gov.au/recruitability>.

Contact

Name: Marty Passingham, Project Manager – Denman Terrestrial Campaign
Phone number: 0409 179 885
Email address: martin.passingham@aad.gov.au