

## Expeditioner Band 2.5 (APS6) - Field Camp Liaison Officer

|                           |                                                                                    |
|---------------------------|------------------------------------------------------------------------------------|
| <b>Classification</b>     | Expeditioner Band 2.5 (APS6) - \$102,380 pa                                        |
| <b>Total Remuneration</b> | \$172,917 pa (When in Antarctica/sub-Antarctic, inclusive of Antarctic Allowances) |
| <b>Division</b>           | Australian Antarctic Division                                                      |
| <b>Branch</b>             | Antarctic Operations and Logistics                                                 |
| <b>Section</b>            | Station and Field Operations                                                       |
| <b>Location</b>           | Kingston, Tasmania and Antarctic/sub-Antarctic deployment                          |
| <b>Employment Status</b>  | Non-Ongoing (temporary)                                                            |
| <b>Hours</b>              | Full-time (37.5 hours per week)                                                    |
| <b>Security Clearance</b> | 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

As dictated by operational priorities, the Field Camp Liaison Officer will operate between the designated logistics support hub and deep field camp. The role is integral to field camp logistics support that includes the safe and coordinated transition of cargo between Australia, parent station/ship and deep field. The position requires an operational and strategic focus, working with a significant level of autonomy, capable of managing and prioritising work demands.

This position also provides support to the Field Leader and Camp Manager as required, including camp operations, logistics and cargo coordination in pre-departure, deployment and return to Australia (RTA) phases. This support function is essential to ensuring the delivery of safe deep field operations, which are particularly dynamic and require a highly flexible approach to the way daily functions are prioritised.

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:**

- Coordinate transition of field camp and related research/sample cargo between deep field, the parent station/ship and Australia;
- Prioritise, coordinate and distribute field camp related cargo;
- While on station/ship, represent the field camp at daily operations coordination meetings;
- Coordinate resupply of field camp operations equipment and supplies;
- Coordinate field camp replenishment logistics in conjunction with the leadership teams operating from field camp, parent station and/or ship;
- Assist with coordination and movement of personnel between station/ship and field camp; and
- Other field camp/station/ship support tasks as reasonably required.

**WHAT WE ARE LOOKING FOR - ESSENTIAL**

| Required<br>Identification/Qualification/Licence/Ticket                                                                                                                                                                                                                                                                                    | When you need to provide evidence |                                       |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------|---------------------------------------|
|                                                                                                                                                                                                                                                                                                                                            | Provide copy with<br>application  | obtained prior to job<br>commencement |
| <b>Driver's licence</b> – Current, unrestricted “C” class (manual) Australian driver's licence                                                                                                                                                                                                                                             | ✓                                 |                                       |
| <b>Citizenship</b> - 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. | ✓                                 |                                       |
| <b>Valid Passport</b> - 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                                                                                                                                              |                                   | ✓                                     |
| <b>Provide First Aid</b> (HLTAID011) must be valid for at least 18 months beyond the date of AAD commencement.                                                                                                                                                                                                                             |                                   | ✓                                     |
| <b>Provide basic emergency life support</b> (HLTAID010) must be valid for at least 18 months beyond the date of AAD commencement.                                                                                                                                                                                                          |                                   | ✓                                     |
| <b>Provide CPR</b> (HLTAID009) must be valid for at least 6 months beyond the date of AAD commencement                                                                                                                                                                                                                                     |                                   | ✓                                     |
| <b>MSIC and ASIC Licences</b> – 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:**

- A demonstrable background in project management or logistics support
- Demonstrated experience in delivering or supporting activities in remote locations
- Strong written and verbal communication skills
- Proven experience in stakeholder engagement, including the ability to build and maintain relationships, and
- Ability to adapt to change and prioritise work in a rapidly evolving operational environment

**WHAT WE ARE LOOKING FOR****HIGHLY DESIRABLE****Knowledge and experience:**

- Broad understanding of remote location support services, including aviation and shipping logistics
- Project management qualifications or similar education/training related to logistics and project planning.

**DESIRABLE**

- Operations or logistics support experience relevant to the safe delivery of activities in remote areas
- Experience working and living in remote environments
- Plant operator accreditation/s (eg: Telehandler, forklift), and/or
- Demonstrated knowledge of computer systems including Microsoft Office Suite and electronic inventory management systems

**Skills and capabilities**

- Strong communication and stakeholder engagement skills, with the ability to clearly message and positively influence others
- Demonstrated ability to manage competing priorities and meet deadlines in a dynamic working environment
- Proactive problem-solving skills, and
- Ability to work 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.

**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.