



Australian Government

Department of Climate Change, Energy, the Environment and Water

Field Camp Liaison Officer

Job Reference	29993 and 29971
Classification	Expeditioner Band 2.5 (APS6) - \$98,632 pa
Total Remuneration	\$166,586 pa (when in Antarctica/sub-Antarctic, inclusive of Antarctic Allowances)
Division	Australian Antarctic Division
Branch	Antarctic Operations and 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 Branch plans, coordinates, facilitates and delivers operations for the Australian Antarctic Program by safely resupplying and sustaining the Antarctic 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 and 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

As dictated by operational priorities, the Field Camp Liaison Officer will operate between the designated parent station (if applicable) 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 Deep Field Camp Manager as required, including camp operations, logistics and cargo coordination. This support function is essential to ensuring the delivery of safe deep field operations as required, which are particularly dynamic and require a highly flexible approach to the way daily functions are prioritised.

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
- Other field camp/station/ship support tasks as reasonably required

What we are looking for**Knowledge and experience – Essential:**

- 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
- Ability to adapt to change and prioritise work in a rapidly evolving operational environment.

Knowledge and experience – Desirable:

- Operations or logistics support experience relevant to the safe delivery of activities in remote areas
- Broad understanding of remote location support services, such as aviation and shipping logistics
- Experience working and living in remote environments
- 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
- Ability to work 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 and where required a pre-employment medical assessment, specified mandatory qualification(s) validation and a probation period of 6 months.

Qualifications, licenses, Other - (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
- 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

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 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.

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.

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

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