



Australian Government

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



AUSTRALIAN
ANTARCTIC
PROGRAM

Expeditioner Band 3.1 (EL1) – Operations Coordinator

Classification	Expeditioner Band 3.1 (EL1) - \$112,089 pa
Total Remuneration	\$180,043 pa (When in Antarctica/sub Antarctic, inclusive of Antarctic Allowances)
Division	Australian Antarctic Division
Branch	Operations and 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

As an Operations Coordinator you will coordinate operational activities to deliver program objectives, conducting day to day resource allocation and tasking for field, watercraft, aviation and project support operations.

You will be responsible for operational planning and sustainable management of resources through cooperation with station/voyage leadership and the Operations Management Centre in Kingston, and will act as the primary conduit for operational information gathering and dissemination.

Operations Coordinators are employed in summer jobs primarily at Casey and Davis stations and on some round-trip voyages.

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:

As an Operations Coordinator you will:

- Plan and coordinate daily activities to deliver seasonal objectives
- Coordinate and integrate day to day resource allocation, operational planning and implementation for all off-station field, boating, aviation, and project support operations (including aircraft and other resource tasking)
- Convene planning and operations meetings and prepare related documentation
- Supervise and lead Communications Operators
- Task the Senior Pilot (fixed and rotary wings), Senior Aircraft Ground Support Officer, Senior Field Training Officer, Bureau of Meteorology forecasters, Communication Operators and other station staff as required
- Liaise closely with station/voyage leadership to ensure all are kept across day-to-day operations and changes or planning variations
- Coordinate and liaise with other national Antarctic programs and implement agreed arrangements
- Assist with the preparation of station or head office reports
- Assist in an operational coordination capacity with the response to any emergency on station or in the field
- Ensure compliance with SOPs, safety standards and environmental management requirements in operations

WHAT WE ARE LOOKING FOR - ESSENTIAL

Required Identification/Qualification/License/Ticket	When you need to provide evidence	
	Provide copy with application	obtained prior to job commencement
Driver's Licence – A 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 CPR (HLTAID009) must be valid for at least 6 months beyond the date of AAD commencement		✓

Knowledge and experience:

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

- Experience in coordinating complex operational plans and resource allocation, contributing to emergency response and facilitating logistical support for field operations.
- Demonstrated ability to lead cross-functional teams, coordinate efforts among various stakeholders and resolve conflict to achieve prioritised operational objectives.
- Experience in leading, supporting and managing direct reports to achieve operational outcomes.
- Strong communication and collaboration skills, with the ability to engage effectively with diverse audiences, including senior management and operational staff.
- Demonstrated track record in building and maintaining relationships with stakeholders, ensuring alignment and clarity on operational requirements and changes.
- Experience in preparing detailed reports and documentation for operational activities, ensuring accuracy and compliance with organisational standards.
- Understanding of safety protocols and best practice relevant to remote operations, with a proactive approach to risk management.
- Demonstrated capacity to adapt to changing operational demands and priorities, and resolve challenges effectively, maintaining continuity of operations.

WHAT WE ARE LOOKING FOR – DESIRABLE**Knowledge and experience:****Skills and experience:**

- Experience working in the Antarctic and/or in an equivalent remote, challenging environment in an operational or leadership role
- Experience in the operation or coordination of aircraft, including flight operations, managing payload and range limitations, communications operations, assurance and compliance requirements.

Qualifications/licences (provide copies in your application):

- An Aeronautical Radio Operators Certificate (AROC) or equivalent.

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.