

Expeditioner Band 2.5 (APS 6) – Station Safety Advisor

Classification	Expeditioner Band 2.5 (APS 6) - \$105,861 pa
Total Remuneration	\$178,797 pa (When in Antarctica/sub-Antarctic, inclusive of Antarctic Allowances)
Division	Australian Antarctic Division
Branch	Expeditioner Services
Section	Safety
Location	Kingston, Tasmania and Antarctic/sub- Antarctic deployment
Employment Status	Non-Ongoing (temporary)
Hours	Full-time (37.5 hours per week)
Security Clearance	Baseline Vetting

WHO WE ARE – Australian Antarctic Division (AAD)

The AAD is part of the Commonwealth Department of Climate Change, Energy, the Environment and Water (DCCEE). 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 a Station Safety Advisor for a summer season on an Antarctic or Sub-Antarctic station you will support and enable improvements in organisational and individual safety performance, by supporting a diverse team of multi-skilled expeditioners on a wide range of health and safety issues, in one of the world's most remote, isolated and harsh environments. You will report to the Station Leader on all day-to-day matters, and the Kingston-based Assistant Director Operational Safety, on safety initiatives and project related matters.

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:

- Apply WHS technical and operational knowledge in relation to station activities to:
 - assist with hazard identification and mitigation including assisting with the review of documented risk assessments (i.e. Job Hazard Analysis).
 - assess tasks or activities being completed on station and provide feedback on the adequacy of

existing Standard Operating Procedures (SOPs). This is to be done 'on-the-job' and in conversation with those completing the works.

- assist with the completion of workplace inspections, safety interactions and any scheduled assurance activities.
- assist in the completion of hazard and incident reporting, and incident investigations.
- Complete seasonal project related tasks and actions, as directed.
- Proactively develop and sustain effective internal and external stakeholder working relationships.
- Assist the Safety Team in developing station-based risk and hazard registers, including onsite assessment / verification of critical controls.
- Provide advice, mentoring and support to Station Work Health and Safety Officers.
- Participate in relevant safety meetings.
- Complete tasks associated with supporting community life on station including general kitchen and cleaning duties and any relevant resupply activities.
- Preparation of monthly and end-of-deployment reports, addressing tasks completed and recommendations on WHS-related workplace and systems improvements in consultation with the Assistant Director Operational Safety.

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
Qualification Minimum Diploma in WHS, other relevant tertiary qualification <u>Or</u> a minimum of 5 years' experience working in a WHS roles within high-risk work environments	✓	
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 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		✓

Knowledge and experience

- A minimum of 5 years' experience working in a WHS roles within high-risk work environments.
- Demonstrated experience providing practical WHS advice and guidance on high-risk operational activities, including hazard identification, risk assessment, critical control management, safe work procedures, and continuous improvement initiatives.
- Working knowledge of the Work Health Safety Act 2011, Work Health and Safety Regulations 2011, Work Health Safety Codes of Practice, and relevant Australian Standards, and their application in a Commonwealth Government environment.
- A collaborative mindset, with demonstrated experience building and maintaining strong professional relationships to positively influence the achievement of results.
- Genuine commitment and drive to create a positive workplace culture.
- Sound judgment, innovative thinking and strategic analysis skills.
- High level verbal and written communication skills to communicate succinctly, clearly and effectively with a broad range of people and negotiate outcomes.
- Work with a level of independence, under broad direction, with a concurrent need to resolve issues and deliver quality outcomes. Take personal responsibility for the achievement of defined goals, monitor progress and follow through to deliver quality outcomes.
- Successfully negotiate a large and diverse geographically dispersed organisation and be agile in a changing environment.
- Communicate and make decisions that are based on professional judgement, evaluating risks, and in the context of a complex and changing environment.

WHAT WE ARE LOOKING FOR – DESIRABLE

Knowledge and experience:

- Previous work in isolated and remote environments is desirable.

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