

Expeditioner Band 2.5 (APS 6) – Station Safety Advisor

Classification	Expeditioner Band 2.5 (APS 6) - \$102,380 pa
Total Remuneration	\$172,917 pa (When in Antarctica/sub-Antarctic, inclusive of Antarctic Allowances)
Division	Australian Antarctic Division
Branch	People & Culture
Section	Safety & Risk
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 (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 People and Culture Branch is crucial in supporting our workforce and fostering a positive organisational culture. It is instrumental in leading the division's cultural transformation initiative, as outlined in Leigh Russell's 2023 independent review of our workplace culture. Through implementing our cultural change program, we are affecting substantial shifts in our operational approaches to ensure the safety and inclusivity of our workplaces for all employees. The branch places significant emphasis on providing comprehensive support for expeditioners, encompassing recruitment, onboarding, training, performance management, as well as medical and organisational psychological services, and offboarding. Additionally, the branch delivers essential divisional services spanning media, communication, risk management, and business continuity. The AAD remains steadfast in its commitment to cultivating a positive, inclusive culture that promotes diversity and equity.

The Safety & Risk Section provides strategic direction and promotes excellence in safety, risk management and organisational resilience across the AAD. It has a key role in ensuring alignment with broader departmental practices and policy. For more information about us please visit our [website](#).

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 Safety on safety initiatives and project related matters.

Key duties will include, but are not limited to:

- Apply WHS technical and operational knowledge in relation to high-risk 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 & Risk Team in developing station-based risk 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 end-of-deployment report, addressing tasks completed and recommendations on WHS-related workplace and systems improvements in consultation with the Assistant Director Safety.

*includes remote and extreme environments, plant and equipment, laboratories and science activities and construction and maintenance activities.

Pre- deployment

Before you are deployed to a station you will spend time at the Australian Antarctic Division Head Office (Kingston, Tasmania) where you will:

- Participate in specialised pre-deployment training and briefing programs to familiarise you with your role and the AAD WHS management system
- Assist with or participate in the training of expeditioners; and
- Perform other tasks necessary for the preparation of the expedition.

This pre-deployment training period may vary from 6 - 12 weeks depending on program requirements and your own experience.

WHAT WE ARE LOOKING FOR - ESSENTIAL

When you need to provide evidence

Required Identification/Qualification/License/Ticket	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 such as the construction, petrochemical or mining industries.	✓	
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 such as the construction, the petrochemical or mining industries.
- 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.
- Previous work in isolated and remote environments is desirable
- 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.

Additional:

Please note that the successful applicant will be required to travel to the Antarctic and sub-Antarctic regions therefore they will be required to meet specific medical, adaptability and personal qualities requirements appropriate to working in those environments.

In order to undertake travel to the Antarctic & sub-Antarctic regions they will need to:

- Demonstrate the range of personal qualities and interpersonal skills necessary to perform as a successful team member within isolated Antarctic and sub-Antarctic environments
- Demonstrate an ability to effectively adapt and respond to the demands of living and working in an isolated and confined environment as determined by a psychological (adaptability) assessment.
- Be certified as fit for Antarctic service by the AAD's Polar Medicine Unit.

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.