



Australian Government

Department of Sustainability, Environment, Water, Population and Communities
Australian Antarctic Division

STATION SUPPLY OFFICER

Overview of the Role

The Station Supply Officer (SSO) duties and responsibilities are diverse and involve supporting Australian Antarctic Program operations and activities. The primary objective of the SSO is to provide the supply support necessary to mount and sustain logistics operations.

The roles and functions undertaken by the SSO utilise their specialist knowledge and skills in areas such as supply chain management, provisioning, operational logistics, equipment accounting, warehousing and distribution, movements and transportation, including air/sea movements, and stock control.

What will you actually do on the job?

Following is a brief outline of various activities the SSO would be expected to perform and have a working knowledge of:

Inventory Management

The inventory management function involves managing the inventory held in the station Warehouse (Green Store) and Field Clothing Store. The inventory management process includes:

- Establishing user requirements for equipment needs;
- Managing and auditing inventory accounts;
- Receipt, storage, issue and disposal of equipment and supplies;
- Allocating materiel to satisfy customers' demands; and
- Inventory management of the Supply Services container fleet.

Warehousing and Distribution

The AAD has a flexible distribution system that provides effective operational support and facilitates the location, issue and transport of materiel from storage locations to the end-user. It also recovers items for return to Australia and forwards equipment for disposal. The storage and distribution function involves:

- Receiving, storing, packing and controlling inventory; and
- Preparing and shipping materiel.

Transportation and Movements

Transportation and movement functions involve the collection, transportation and delivery of plant and equipment. The fundamental objectives are to transport equipment by air or sea and involve:

- Coordination, receipt, custody and movement of all inwards and outwards equipment for transport by air or sea;
- Packaging, load planning, load building and reporting;
- Assistance in the loading and unloading of aircraft and ships and the processing of equipment; and
- Coordination of air and sea dangerous cargo.

Waste Management

The SSO undertakes the role of station Waste Management Officer. Those responsibilities include the organisation and management of station waste disposal, collection and recycling. Typical work activities include:

- Overseeing waste management processes;
- Supervising the transportation of waste to ensure that it takes place efficiently without contaminating air, land or water sources;
- Assisting with the development, promotion and implementation of new waste disposal schemes; and
- Ensuring compliance with current legislation in the transportation, handling and disposal of waste.

Dangerous Goods Officer

The SSO undertakes the role of station Dangerous Goods Officer. Those responsibilities include the organisation and management of station dangerous goods. Typical DG activities include:

- Assisting in managing the DG inventory;
- Input of reports and documentation for export of dangerous goods;
- Conducting stock reviews;
- Presenting /updating overviews of hazardous materials in all areas; and
- Creating the relevant paperwork to accompany DGs.

Customs and Quarantine Officer

The SSO ensures that northbound cargo and material meets Customs and Quarantine regulatory requirements. This requires:

- Understanding, preparation and evaluation of shipping manifest requirements for Customs clearances of RTA cargo;
- Preparation and collation of paperwork for Customs' and Quarantine's legislative requirements;
- Preparation and processing quarantine sensitive materials and samples for shipment back into Australia;
- Providing support to science for the transport of samples; and

- Collection and collation of import permits and declarations required for the shipment of samples.

Other

The SSO is required to maintain a personal and practical commitment to the Workplace Health and Safety standards and Environmental Policies. The safety and environmental roles and responsibilities relevant to your position will be communicated to the SSO by the Supply Services Group Manager.

As well as job specific roles the expeditioner selected as the SSO will be required to, in common with all other expeditioners, perform duties rostered by the Station Leader to support the community life of the expedition, such as general kitchen duties, garbage clearance, water duties, and assisting other expedition members with official programs.

As this role requires you to be involved in a Safety Sensitive Aviation Activity, a condition of employment is that you will be required to participate in drug and alcohol screening of urine and/or saliva samples.

Required Skills, Knowledge and Attributes

You will demonstrate capability in the following:

- Management of inventory held in the station Green Store and Field Clothing Store.
- Manage the issue and transport of materiel from storage locations to the end-user and recover items for return to Australia and forwards equipment for disposal.
- Manage the collection, transportation and delivery of plant and equipment.
- Organise and manage station waste disposal, collection and recycling.
- Organise and manage station dangerous goods.
- Ensure northbound cargo and material meets Customs and Quarantine regulatory requirements.
- Have a high degree of awareness of their responsibilities under the Work Health and Safety Act 2012 and their applicability to the relevant role.
- Planning and organising - ability to establish priorities and to plan, coordinate and monitor work plans.
- Juggle competing demands and work to tight deadlines.
- Other skills of use in an isolated Antarctic community.

Qualifications and Licenses

- You will hold a current "C" class (manual) Australian driver's license.
- You will hold a current forklift license. Other plant and equipment licenses would be desirable.
- You will have a current statement of attainment in the following units of first aid - Apply First Aid (HLTFA301B) and Perform CPR (HLTCPR201A).
- Qualifications for the packing and handling of dangerous goods and hazardous goods (i.e. IATA and IMDG) is preferred. However, an ability to quickly obtain the required qualifications is required.

Personal Qualities Requirements

As a member of a small community there are also personal attribute requirements which the Australian Antarctic Division assesses very closely. You will need to meet the personal qualities criteria listed below.

To be successful you will:

- demonstrate a strong work ethic.
- demonstrate that you can make a positive contribution to the community and team.
- demonstrate that you respond to authority and are compliant with the law, legislative requirements and AAD policies and procedures.
- demonstrate a commitment to Australian Antarctic program specific requirements.

Medical, Psychological and Security Screening

If you are assessed as meeting the above job related and personal quality requirements, you will be required to undergo medical, psychological and security screening. Meeting and maintaining suitability in relation to these requirements is mandatory.

- The AAD's Polar Medicine Unit will determine your medical fitness for duty in Antarctica following tests conducted on our behalf by a nominated medical practitioner. This will include comprehensive drug screening for compliance to undertake Safety Sensitive Aviation Activities (SSAA).
- Psychological assessments are conducted on our behalf by a nominated professional provider.
- Security checks vary depending on the role required. This may be limited to a police records check.