



## Australian Government

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

# STATION LABORATORY MANAGER

## Overview of the Role

As the Station Laboratory Manager you will provide a range of technical, maintenance and administrative functions in support of various scientific programs undertaken by the Australian Antarctic Division (AAD) and be responsible for the day to day running of a laboratory at a station in Antarctica.

## What will you actually do on the job?

- Manage the provision of laboratory support on site at a station, for the AAD's programs in that region
- Provide technical support and assistance to scientists and other investigators engaged in scientific research programs at a designated station
- Maintain support facilities and specialised equipment at a station
- Coordinate laboratory occupational health and safety matters at a station, including liaising with the Laboratory Manager, at Head Office, Kingston
- Implement AAD laboratory policies and work practices, including those relating to OH&S and the environment, sample management and AQIS
- Manage Science Branch chemicals and laboratory consumables stores at a designated station
- Coordinate the resupply of laboratory stock, equipment and consumables for a station through the Laboratory Manager

You are required to maintain a personal and practical commitment to the AAD's OHS and Environmental Policies. The safety and environmental roles and responsibilities relevant to your position will be communicated to you by your supervisor.

As well as these specific job roles you will also 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.

## Required Skills, Knowledge and Attributes

- Laboratory and hazardous goods management
- Laboratory practices in relation to safety and the environment
- Oral and written communications skills

- Technical support to laboratory users, including the evaluation of laboratory procedures, techniques and instrumentation
- Using computers, experience in the Microsoft office environment will be well regarded

### **Qualifications and Licenses**

- You will have relevant professional or technical qualifications from an Australian tertiary institution or a comparable overseas qualification, or relevant experience and training
- You will hold a current "C" class (manual) Australian driver's license
- You will have a current statement of attainment in the following units of first aid - Apply First Aid (HLTFA301B) and Perform CPR (HLTCPR201A)

### **Personal Qualities Requirements**

As the 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 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 the requirements of these is mandatory.

- The AAD's Polar Medicine Unit will decide on your medical fitness for duty in Antarctica following tests conducted on our behalf by a nominated medical practitioner
- Psychological assessments are conducted on our behalf by the Directorate of Psychology, Department of Defence
- Security checks vary depending on the role required. This may be limited to a police records check