Position Summary

The University of Tasmania is building a vision of a place-based University with a mission to enhance the intellectual, economic, social and culture future of Tasmania, and from Tasmania, contribute to the world in areas of distinctive advantage. The University recognises that achieving this vision is dependent on the people we employ as well as creating a people-centred University that is values-based, relational, diverse, and development-focused.

IMAS is a centre for both marine research and education. Our basic and applied research is characterised as innovative, relevant, and globally distinctive. Education at IMAS delivers world class programs, resulting in highly trained graduates who serve the needs of academic institutions, industry, government, and the community. Our natural advantages include our Tasmanian location proximal to important fisheries and aquaculture industries and Tasmania hosting one of the world’s largest critical masses of marine and Antarctic researchers.

The Principal Dive Officer is a professional position that supports IMAS dive operations, providing advice and expertise to enable researchers and students to undertake projects safely and efficiently. The dive officer is responsible for ensuring that all IMAS dives conform to the University Diving Policy and Procedures, relevant statutory Work Health and Safety Regulations, applicable Australian Standards and Codes of Practice; and that all IMAS personnel conducting diving operations are adequately trained and qualified in field-craft and appropriate safety procedures to allow safe participation on relevant projects. Other aspects of the role include:

- training or organising training of IMAS staff and students as appropriate, including checkout dives, scientific diver training, rescue training and training in use of IMAS diving equipment;
- provision of expert advice to the UTAS Dive Safety Committee;
- facilitation of project and trip planning for IMAS staff and students using Field Friendly risk management software, and participation on field trips to help build a strong field capacity and safe workplace culture; and
- assisting other IMAS Operations Team members as required.

The position also requires being on standby for the IMAS Emergency Response Team and responding to emergencies.

We are an inclusive workplace committed to ‘working from the strength that diversity brings’ reflected in our Statement of Values. We are dedicated to attracting, retaining and developing our people and are committed to inclusive principles. We celebrate the range of diverse assets that gender identity, ethnicity, sexual orientation, disability, age and life course bring. Applications are encouraged from all sectors of the community. Tell us how we can make this job work for you.

Key Roles and Responsibilities

Provide high level expert technical advice to the wider IMAS community, IMAS Operations Manager and the Executive concerning the safe management of diving and field activities and equipment at IMAS.

- Provide a safe working environment for staff and students ensuring:
  - That all UTAS and IMAS policies are implemented, are effective and are fit for purpose. Including compliance with Australian Standards for diving operations and Australian Maritime Safety Authority (AMSA) requirements for boating operations.
  - Staff and students undertake comprehensive inductions (for various equipment and activities) and are provided with on-going training in safe work practices.
Dive training may be provided where appropriate.

Develop, maintain, and update a comprehensive suite of safety documentation for various equipment and activities (e.g. risk assessments, Safe Work Procedures and Safe Work Instructions etc). This includes contributing to the UTAS Dive Manual.

Provide Field Friendly risk management software support to staff and students including consultation and facilitation for fieldwork project and trip submissions. Review and approve all diving projects and trips to be undertaken by IMAS.

Investigate concerns regarding dive equipment usage/support and instigate corrective action via consultation with research group leaders/management and Operations team members as required.

Contribute to ensuring a good safety culture at IMAS, including leading by example in this area. Actively engage with the safety reporting process (incidents, near misses and hazards).

- Specifically responsible for:
  - Maintaining the IMAS Diver, Diving Equipment and Diving Activities Registers.
  - Maintaining a high level of knowledge regarding current best practice for management of diving operations, and new developments in diving technology.
  - Assisting with diving operations as required.
  - Conducting workplace inspections for IMAS diving facilities. Including the storage and maintenance of all equipment associated with IMAS diving activities.
  - Manage testing of equipment as required by the UTAS Diving Procedures (e.g. dive computers and air testing).
  - Liaising with the UTAS Diving Officer.
  - Active member of the UTAS Dive Safety Committee.
  - Managing the IMAS Dive Budget and ensuring cost recovery from projects as required.

- Assist the Operations and Business Manager with strategic planning for facility capability and requirements, asset register, auditing and budgeting. In conjunction with ISD and other relevant parties:
  - Liaise with external contractors and vendors in order to scope, purchase, commission where appropriate (and coordinate ongoing maintenance, repair and compliance of) facilities and equipment.
  - Oversee timely maintenance, servicing and repair of safety and dive equipment and infrastructure.

- On standby as part of the IMAS Emergency Response Team for field operations and vessel activities. Including monitoring or tracking vessels (IMAS fleet and external vessels both nationally and internationally). This will may include after normal working hours, weekends, and holidays.

- Fill in for other Operations staff as required.
- Participate in IMAS community engagement activities.

**Required Skills and Qualifications**

- Completion of a degree with subsequent experience working in marine research and as a dive instructor; OR knowledge of and extensive experience as a Dive Instructor in managing and training recreational divers where students acquire high level skills and the ability to dive safely in challenging environments.

- Proven ability in leading, supervising and managing staff and students to ensure a safe and efficient workplace.

- Ability to effectively supervise, organise and conduct field-based research in the marine environment.

- Driver’s Licence, experience towing large vessels, and a coxswain certification with extensive experience in operating small vessels under different weather conditions.

- Demonstrated knowledge of work, health and safety practices, behaviours and expectations, and the ability to influence positive change.

- Significant experience in conducting and implementing risk assessments, safe working practices...
and standard operating protocols in a changing environment.

- Demonstrated ability to analyse and solve complex technical and non-technical problems in field situations.
- Excellent oral, written and interpersonal communication skills, with the ability to interact effectively with a wide range of people and organisations.
- High level organisational skills, time management, and a demonstrated capacity to act independently within established guidelines, using discretion and sound judgement.
- Skills and experience with standard Microsoft software systems (including word processing, databases, spreadsheets, email, and internet packages) and the ability to quickly learn IMAS risk management software Field Friendly.
- Evidence of current qualifications:
  - Occupational diving qualifications to at least AS2815.6 standard (Scientific Diver), or equivalent
  - AS/NZS2299.1 Occupational Diving Medical
  - Open Water SCUBA Instructor or higher
  - Advanced First Aid, CPR and Oxygen Resuscitation certifications through an approved training organisation
  - AMSA Coxswains Class 1 (as a minimum), or recognised equivalent
  - Working with Vulnerable People registration (or able to be obtained)
- Ability to work in cold water environments.
- Able to comply with all medical/ physical requirements for this role (i.e. manual handling and lifting >10kg and annual swim assessment).
- Willingness to attend fieldtrips with IMAS staff and students as required
- Ability to be a Fire Warden
- Ability to be a First Aid provider
- Ability to handle hazardous substances

Desirable Skills and Qualifications

- Valid and current Light Rigid Licence or able to be obtained
- Commercial AS 2815.5 onshore Dive Supervisor qualification
- Certificate IV in Workplace Training and Assessment
- O2 Resuscitation Instructor certifications through an approved training organisation
- Formal SSBA diver qualification/s and relevant experience
- Rebreather instructor certification for AP Diving rebreathers, or extensive rebreather diving experience and ability to be obtained

University of Tasmania

The University of Tasmania is an institution with an enduring commitment to our state and community, and a strong global outlook. We are committed to enhancing the intellectual, economic, social and cultural future of Tasmania. Our Strategic Direction strongly reflects the University community's voice that our University must be place based but globally connected as well as regionally networked and designed to deliver quality access to higher education for the whole State.

We believe that from our unique position here in Tasmania we can impact the world through the contributions of our staff, students and graduates. We recognise that achieving this vision is dependent on the people we employ, as well as creating a university that is values-based, relational, diverse, and development-focused.
The intention of this position description is to highlight the most important aspects, rather than to limit the scope or accountabilities of this role. Duties above may be altered in accordance with the changing requirements of the position.