

## IMAS Principal Field Officer

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<b>College/Division</b>	Sciences and Engineering
<b>School/Section</b>	IMAS
<b>Location</b>	Hobart
<b>Classification</b>	HEO7
<b>Reporting line</b>	Reports to IMAS Operations Manager

### 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 Field Officer position is a professional position located at IMAS Taroona and provides high level professional research support and technical leadership on campus, in the field and at sea for IMAS research and teaching programs. The Field Officer will be responsible for assisting teaching staff with managing undergraduate course-related fieldtrips, conducting boating and diving operations for such trips, operating IMAS fleet vessels as required for teaching and research purposes, facilitating project and trip planning using *Field Friendly* software and assisting IMAS Operations Team members as required.

The Principal Field Officer will facilitate the effective and safe operation of the vessels, vehicles and field equipment at IMAS campuses, providing day-to-day operational support, teaching support and training to staff and students, strategic planning, and ensuring compliance with relevant UTAS and statutory Work Health and Safety Regulations and Codes of Practice. The position also requires being on standby for the Emergency Response Team and responding to on site 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.**

### What You'll Do

- Manage day-to-day operations, teaching support and support services at IMAS, including:
  - Monitor daily field trips for IMAS staff, students and volunteers using *Field Friendly* risk management software and trackers.
  - Establish, organise and manage bimonthly meetings between the Operations team and an IMAS-wide Field Worker group.
  - Facilitate, manage *Field Friendly*, and participate in undergraduate fieldtrips, including boating, diving, terrestrial and aquaculture-based trips.



- Facilitate community engagement activities such as school-based activities, Ag-Fest, Wooden Boat Show and the Antarctic Festival etc. Assist with the maintenance of display equipment.
- Facilitate media related events in collaboration with the Operations Team.
- Manage and facilitate the IMAS work experience program, and facilitate work placement programs, including for aquaculture related placements.
- Manage the Field Store and assist with managing the Boat Shed at IMAS Taroona. Conduct workplace inspections and organise clean-ups in these spaces and others as required.
- Assist the IMAS Boating Officer with various activities such as boating drills, boat inspections and management of emergency equipment (e.g. first aid kits, life jackets and communication devices etc.)
- Assist with skippering boats as required by the Operations Manager (both the small trailer fleet and 14m IMAS vessel).
- Assist with field operations as required by the Operations Manager.
- Fill in for other Operations staff as required.
- Assist with operational changes experienced during the Taroona restructure as the site develops over time, to minimise impacts to research capabilities where possible.

Provide high level expert technical advice to the wider IMAS community, IMAS Operations Manager and the Executive concerning the safe management of 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.
  - Develop, maintain, and update a comprehensive suite of safety documentation for various equipment and activities (e.g. risk assessments, Safe Work Procedure and Safe Work Instructions etc).
  - Provide risk management software support to staff and students including consultation and facilitation for fieldwork project and trip submissions and approvals.
  - Investigate concerns regarding field equipment usage/support and instigate corrective action via consultation with research group leaders/management and Operations team members as required.
  - Contribute to the maturing of 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).
- Assist with managing assets (boats, trailers, vehicles, diving, field and emergency equipment) across all IMAS sites. Including the transportation and/or relocation of assets and gear between IMAS North to IMAS South and vice versa.
- 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.
  - Coordinate timely maintenance, servicing and repair of safety and field equipment and infrastructure.
- On standby as part of the 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.



### What We're Looking For

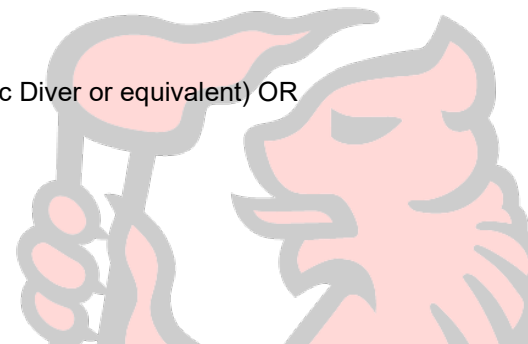
- Completion of a biological science related degree with at least 4 years relevant experience, OR an equivalent combination of relevant experience and education/training; with extensive experience with fieldwork, including boating and diving; working in remote areas and cold environments.
- Ability to work well with a range of people under different circumstances, in a professional yet friendly and approachable manner. This includes a proven ability to effectively supervise and manage staff and students to ensure a safe and efficient workplace, experience with teaching people a range of skills, and working with the general public in a customer service type capacity.
- Current boating and diving qualifications (Master 5, MED 3, Dive Master, Dive Instructor) and the ability to pass commercial medicals and fitness tests. Experience with small boats, towing, and safe use of deck machinery and device deployments at sea. Knowledge of current AMSA requirements and familiar with Tasmanian waterways.
- Strong WHS knowledge and safe work systems management, including strong knowledge of hazards and how to manage them.
- Significant experience in providing risk management support including experience in the development and implementation of risk assessments and safe work procedures (SWP's) in a changing environment.
- Demonstrated ability to analyse and solve complex technical and non-technical problems and to adapt rapidly to changing priorities and tasks.
- Excellent oral, written and interpersonal skills, with the ability to interact effectively with a wide range of people and organisations and negotiate with senior representatives from internal and external organisations.
- High level organisational and time management skills, and a demonstrated capacity to act independently within established guidelines, using discretion and sound judgement.
- Skills and experience using a range of computer packages, including word processing, databases, spreadsheets, email and internet packages.
- Emergency Response capabilities and being on standby for the IMAS Emergency Response Team.

### Desirable Attributes

- Expertise in the technical support of marine research infrastructure.
- Experience and training in managing change and conflict resolution.
- Ability to positively influence change in safety practices and culture.
- A current Vocational Training and Assessment Certificate or equivalent and demonstrated competence in delivering relevant vocational training.
- Current Wilderness or Remote First Aid qualification or ability to acquire this.
- Diving:  
ADAS Dive Supervisor (or equivalent)

### Other Position Requirements

- **Boating:**  
Current AMSA Master 5 (<24m, EEZ); Marine Engine Diver MED 3 and able to manage sea sickness. Experience working on both small and research vessels and boating around Tasmanian waters (near shore and offshore).  
Experience with boat deck machinery (winches, cranes etc) and equipment deployment and retrieval e.g. netting, remotely operated vehicles (ROV's) and autonomous underwater vehicles (AUV's).
- Current Drivers Licence
- Light Rigid Licence (or ability to acquire one)
- Competent at towing and reversing trailered boats
- **Diving:**  
Current scientific diver qualifications (ADAS Part 1 Restricted Scientific Diver or equivalent) OR Recreational Divemaster or Diving Instructor;



current Occupational Diving Medical (AS2299.1); Dive Log Book with >100hr of dives; able to take on role as Dive Coordinator (AS2299.2); able to undertake IMAS Rescue Diver training and meet UTAS swim assessment requirements; experience diving in cold water and recent dive experience.

- Current first aid, CPR and oxygen provider qualifications
- Ability to be a Chief Fire Warden and First Aid Officer.
- Previous experience of working with graduate level students.
- Working With Vulnerable People card, or ability to acquire one.
- Current Forklift licence, or ability to acquire one.
- Workshop activities and handling hazardous substances.
- Undertaking manual handling and lifting >15kg.
- Required to work full time on site, based at IMAS Taroona.
- Emergency Response capabilities and being on standby for the IMAS Emergency Response Team.
- Proficient with computers.

### 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.

Check out more here:

<https://www.utas.edu.au/jobs>

<https://www.utas.edu.au/careers/our-people-values-and-behaviours>

*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.*

