

SAEF LOGISTICS OFFICER

DEPARTMENT/UNIT	Securing Antarctica's Environmental Future
FACULTY/DIVISION	Faculty of Science
CLASSIFICATION	HEW Level 7
DESIGNATED CAMPUS OR LOCATION	Clayton campus

ORGANISATIONAL CONTEXT

At [Monash](#), work feels different. There's a sense of belonging, from contributing to something groundbreaking – a place where great things happen. You know you're part of something special and purposeful because, like Monash, your ambitions drive you to make change.

We have a clear purpose to deliver groundbreaking intensive research; a world-class education; a global ecosystem of enterprise – and we activate these to address some of the [challenges](#) of the age, Climate Change, Thriving Communities and Geopolitical Security.

We welcome and value difference and [diversity](#). When you come to work, you can be yourself, be a change-maker and develop your career in exciting ways with curious, energetic, inspiring and committed people and teams driven to make an impact – just like you.

We champion an [inclusive workplace culture](#) for our staff regardless of ethnicity or cultural background. We have also worked to improve [gender equality](#) for more than 30 years. Join the pursuit of our purpose to build a better future for ourselves and our communities – [#Changelt](#) with us.

The Faculty of Science contributes to the University's goals via research, teaching and partnerships with industry, government and individual supporters. Our five Schools cover a large and diverse range of disciplines in undergraduate and postgraduate courses. Ten Schools from other university faculties contribute to science teaching at all levels, allowing students to choose their studies from physical, biological, biomedical, behavioural, environmental, mathematical and computer sciences. The research in the Faculty of Science is carried out by world-class researchers. Their work spans the theoretical to the applied, contributes to new knowledge and

technologies, and challenges how we interact with the world. To learn more about the Faculty of Science, please visit our website: www.monash.edu/science.

The ARC SRI Securing Antarctica's Environmental Future is a leading international research program which will deliver interdisciplinary research to forecast environmental change across the Antarctic region, to deploy effective environmental stewardship strategies in the face of this change, and to secure Antarctica as a natural reserve devoted to peace and science. SAEF uses the benchmark social-ecological systems approach as the basis for reciprocal integration of theory, observations, modelling and data, with the information requirements of structured decision-making, to enable the delivery of informed, future-ready environmental policy. SAEF is led from Monash University's Clayton Campus and brings together 30 organisations, both national and international, to deliver its program. The team includes 57 researchers and practitioners from across the disciplinary spectrum, including geology, atmospheric science, marine and terrestrial ecology, mathematical modelling, optimisation, conservation biology, conservation practise, evidence-based policy and law.

SAEF's university partners include Monash University, University of Wollongong, Queensland University of Technology, University of New South Wales, James Cook University and the University of Adelaide.

SAEF's domestic partner organisations include Geoscience Australia, the Australian Nuclear Science and Technology Organization, the Bureau of Meteorology, South Australian Museum, Western Australian Museum and in a program collaboration role the Australian Antarctic Division.

Internationally, partner organisations include the University of Colorado Boulder, Berkeley Geochronology Centre, University of Waikato, University of Otago, Auckland University of Technology, Victoria University of Wellington, King Juan Carlos University, University of the Balearic Islands, University of Exeter, University of Pretoria, Universidad de Santiago de Chile, the Norwegian Polar Institute, Chilean Antarctic Institute, British Antarctic Survey, New Zealand Department of Conservation and the International Association of Antarctica Tour Operators.

With over \$46M investment from the ARC and contributing organisations, SAEF is in an extraordinary position to change the future of Antarctic and Southern Ocean Environments through the application of leading informatics, robotics, environmental technologies and decision-support approaches. Strong partnerships with those involved in decision-making and operations in Antarctica will ensure new environmental policies for new environmental challenges and a workforce ready to take forward the legacy.

POSITION PURPOSE

The SAEF Logistics Officer will be responsible for providing high level administrative and operational support to SAEF Expeditioners and Project Leads as they plan and prepare for, and return from, Antarctic and Sub-Antarctic expeditions, with a specific focus on coordinating science support for large field campaigns. This role is essential to ensure seamless coordination of activities for successful field research by SAEF in collaboration with other major national programs sharing campaign resources.

This role will work closely with the SAEF Senior Logistics Coordinator, Program Manager, and Director. This position is responsible for the coordination of the technical administrative requirements of expeditions, especially large field campaigns, including but not limited to permitting, cargo and training. The incumbent will also be required to coordinate meetings which

seek to integrate field research support needs, manage logistics related documentation, and coordinate travel and accommodation requirements for SAEF Expeditioners travelling to and from Hobart or other Antarctic gateway cities.

Reporting Line: The position reports to the SAEF Program Manager

Supervisory Responsibilities: Not applicable

Financial Delegation: Not applicable

Budgetary Responsibilities: Not applicable

KEY RESPONSIBILITIES

1. Contribute to planning, coordination and implementation of SAEF field research, especially major campaigns, on the Antarctic continent, sub-Antarctic Islands, and in the Southern Ocean, in collaboration with the Director, Program Manager and Senior Logistics Coordinator
2. Facilitate pre and post-expedition science support integration with SAEF Members including but not limited to field schedules and work plans, cargo, permitting, travel schedules, training and reporting, to ensure compliance and timeframes are met and records maintained accordingly
3. Organise, coordinate and chair SAEF research campaign science support integration meetings
4. Provide high-level technical administration support for the logistics program which may include providing advice on procedures, reviewing permit applications and reviewing reports
5. Maintain logistics and expedition specific files and records, and documentation as required
6. Provide support to the Program Manager for budget management for the logistics program, where required, including forecasting and developing budget reports, especially for large field campaigns
7. Build and sustain partnerships, collaborations and networks with SAEF Members, other major research groups in the Australian Antarctic Science Program, the Australian Antarctic Division, Regulatory bodies and other National Polar Programs, as relevant
8. Help facilitate a work environment of continuous review and improvement by overseeing and reporting on process and efficiency and implementing performance improvement measures
9. Other duties as directed from time to time

KEY SELECTION CRITERIA

Education/Qualifications

1. The appointee will have:
 - A science degree qualification in a relevant field with extensive relevant experience; or
 - extensive experience and management expertise in research coordination or administration; or
 - an equivalent combination of relevant experience and/or education/training.

Knowledge and Skills

2. Demonstrated relationship management and consulting skills, including the ability to interact with, negotiate with and gain cooperation from internal and external stakeholders
3. Demonstrated experience in managing implementation of a successful field research program, trial or service, with a focus on operational excellence

4. Highly-developed planning and organisational skills, with experience establishing priorities, implementing improvements and meeting deadlines
5. Demonstrated project management skills, with a proven record of successfully supporting projects through to completion
6. Demonstrated ability to work as an effective member of a team as well as the ability to exercise high levels of independence, judgement and initiative
7. Demonstrated analytical, research and problem-solving skills and the ability to identify and recommend solutions to challenging issues
8. Highly-developed interpersonal and communication skills with the ability to prepare professional documentation for various audiences and provide expert advice in areas of specialist or research knowledge
9. Demonstrated field research experience that includes complex planning, preparation and coordination
10. Demonstrated experience of environmental, research, and/or biosecurity permit procedures

OTHER JOB RELATED INFORMATION

- Travel to other SAEF Organisations and campuses of the University may be required
- Travel to the Australian Antarctic Division / Hobart will be required for periods up to 3 weeks, at times throughout the year
- Antarctic travel may be required, with deployment periods of up to six weeks
- There may be a requirement to work additional hours from time to time
- There may be peak periods of work during which taking of leave may be restricted
- This position will require a successful National Police Record check if a security pass is required for the Australian Antarctic Division Headquarters

GOVERNANCE

Monash University expects staff to appropriately balance risk and reward in a manner that is sustainable to its long-term future, contribute to a culture of honesty and integrity, and provide an environment that is safe, secure and inclusive. Ensure you are aware of and adhere to University policies relevant to the duties undertaken and the values of the University. This is a standard which the University sees as the benchmark for all of its activities in Australia and internationally.