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Port Lockroy Base Leader APPLICATION PACK

We are seeking an inspirational, strong and determined team leader to spend up to five months (November – March) managing a team of 4-5 people who will be living and working at Port Lockroy in Antarctica running the seasonal operation of the site. This includes managing a gift shop and a British Antarctic Territory Post Office, overseeing the annual maintenance and upkeep of the historic buildings and artefacts, wildlife observations and many other varied and challenging tasks.

As this role will involve working in Antarctica, the successful candidate will need to be physically and medically able to do the job. Successful applicants will be required to undertake a medical assessment with our Occupational Health experts as well as their own GP upon appointment. Antarctica is a physically and mentally challenging place to work. If you have any medical concerns at this stage, then please discuss with your GP or you are welcome to talk to us informally.

ABOUT PORT LOCKROY

Port Lockroy, Base 'A', is a British historic base situated on the tiny Goudier Island off the Antarctic Peninsula. It is our flagship historic site receiving circa 18,000 visitors each season, one of the most visited sites in Antarctica. It is also our primary source of income and supporters. Base 'A' was established in 1944 and operated as a British research station, initially under Operation Tabarin and later by the Falkland Islands Dependencies Survey (FIDS) until it closed and retired in 1962. The abandoned base was recognised for its historical importance and contribution to British science and given the status of Historic Site and Monument (HSM) No. 61 under the Antarctic Treaty. In 1996, Port Lockroy was restored as a 'living museum' and since then has operated during the Austral summer as a visitor site welcoming those who travel to Antarctica on expedition vessels and yachts. Port Lockroy has been under the care and management of UKAHT since 2006 and each season we contract staff to operate the base to continue the ongoing maintenance of the historic buildings and their artefacts, promote British Antarctic history and science to the visitors through the experience of the museum at Port Lockroy and raise funds for the work of UKAHT in Antarctica and the UK.

LIVING CONDITIONS AT PORT LOCKROY, ANTARCTICA

STAFF ACCOMMODATION AT PORT LOCKROY

Staff accommodation is basic but comfortable and we aim for our staff to live as sustainably as possible. Staff quarters are a purpose-built Nissen hut which is a reconstruction of the historic Nissen hut in keeping with the aesthetics of the other historic buildings on the island. Staff share one bedroom (hostel style) with access to a kitchen/living/communications area, a separate boot room and washroom.

WATER AND WASHING

We have no running water on the island, so washing facilities are very basic. Water is collected in jerry cans from visiting ships.



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There are no shower facilities at Port Lockroy, so staff are expected to be comfortable living with these limited washing facilities yet still keeping hygiene levels high. Visiting ships will offer showers every few days but when conditions are poor you might expect to go up to two weeks without visitors or a shower.

There is no flushing toilet at Port Lockroy. There is a basic camping toilet which needs to be emptied daily.

COOKING AND HEATING

There is a cooker and heater in the main kitchen/living area both of which are powered by propane gas. Fire is our greatest risk and use of these needs care and supervision.

Staff all share the cooking duties at Port Lockroy and take it in turns to make meals for each other on a rota system. Food is shipped from the UK and consists of a wide variety of dried and tinned foods, occasionally supplemented by fresh food donated from visiting ships.

POWER

Power is limited at Port Lockroy. We have a bank of batteries which is charged chiefly by solar panels (with a backup petrol generator). There are no hair dryers, electric toothbrushes etc. In fact, only essential electrical equipment is recommended e.g., digital camera (charged during sunny conditions).

COMMUNICATIONS

Communication is primarily via satellite. Basic text-only email on a single address is available for work purposes: keeping in touch with HQ and coordinating ship visits and logistics on site at Port Lockroy. This can be used for personal email, but these are kept to a minimum as there is little time for social communication.

There is no internet access at Port Lockroy nor is there mobile phone reception.

We have satellite telephones, chiefly for use for emergencies at Port Lockroy and scheduled communication with the UK Operations team. The cost of satellite phone calls is very high, the connection is not always reliable, and its main purpose is for safety. There is limited access to these for personal use. You will have very minimal communication with home for up to five months.

TEMPERATURES

You will be on the Northern Antarctic Peninsula in the summer months so temperatures will vary between -5°C to $+10^{\circ}\text{C}$. Most days will be just a few degrees above zero but overcast days and wind-chill will make it feel colder.

We will provide warm clothing for your time at Port Lockroy which you will be expected to supplement with thermals and other layers. Most of your work involves spending many hours either outside or inside Bransfield House (historic site with no insulation or heating) but often the work is very physical, so layers are very important.



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The Nissen hut is insulated and once it has warmed up it tends to retain heat quite well; on average the inside temperatures reach about 14-15°C. However early season temperatures are low, so you need to be prepared and equipped to live in low temps.

MEDICAL FACILITIES

Port Lockroy is operated for just a few months a year and accommodation and facilities are simple and minimal. There is no doctor stationed at Port Lockroy and the nearest hospital is in Ushuaia, Argentina. We stock a good supply of emergency equipment, antibiotics and pain killers and our staff are given first aid training. We can also seek advice from the doctors who work on IAATO ships during the Antarctic season and have a medical consultant that can be contacted for non-emergencies. However, in a medical emergency evacuation to a hospital could take up to 7 days. Please consider carefully these issues and your fitness for the role:

- Physical and mental ability to do the job
- Physical attributes to live in the polar environment
- Physical ability to help/rescue others
- Short notice personal medical supplies will not be available
- High impact of emergency evacuations

RECREATION

Your safety is our first priority and Port Lockroy is in a remote and potentially dangerous place. Unfortunately, we are unable to permit any adventurous recreational activity – sorry, no climbing, watersports, glacier walking etc. Any spare time you may have will be spent following much gentler pursuits.

SMOKING

UKAHT operates a no smoking policy which extends to all our heritage sites in Antarctica. Smoking (traditional cigarettes, e-cigarettes, and any other form of inhalation/vapours) is categorically prohibited in all areas on the island for protection of the historic buildings and wildlife.



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THE ROLE

Job Title: Port Lockroy Base Leader

Reporting to: Head of Operations

Job Role: Manage a small team to deliver the seasonal summer operation of Port Lockroy, Antarctica.

Responsibilities:

Supporting UKAHT by:

- Actively managing the base and team on site throughout the occupancy period (November to early March)
- Coordinating contract staff on site that may be there for shorter periods of time to carry out other work, such as an electrical maintenance program
- Working alongside the Conservation Project Manager (when on site) or conservation staff to coordinate the conservation maintenance programme and ensure this fits within the Port Lockroy daily schedule
- Leading or co-leading a brief daily morning meeting to ensure all staff on site are aware of plans for the day and discuss any health & safety matters
- Ensuring all staff on site have a site safety induction and are all familiar with how to use all the communications equipment on site
- Taking the lead on site in the event of an emergency and act as the key point of contact with the UKAHT Operations team in the UK
- Acting as the key point of contact and maintain regular and clear communications with the UKAHT Operations team in the UK
- Overseeing the workload and responsibilities of all members of the team and assist where necessary
- Coordinating all vessel visits to the island in adherence to Antarctic Treaty guidelines
- Ensuring the team always operates in a safe and diligent manner and in line with all UKAHT Health, Safety & Welfare policies and guidelines
- Managing all day to day on health & safety matters on site, working closely with the UKAHT Operations Manager
- Reporting back and health & safety incidents as soon as possible to the UKAHT Operations Manager
- Adhering to all Standard Operating Procedures and risk assessments and update these as required throughout the season
- Overseeing onsite inventories and ensure there are updated as necessary
- Managing the annual work task list and assist in all maintenance tasks as necessary
- Liaising with Expedition Leaders to arrange appropriate pre-landing briefings and lectures on board ship where possible
- Overseeing the museum display in accordance with the guidelines given
- Liaising with Expedition Leader/ships to arrange taking a mobile shop and post-office on-board larger vessels (up to 500 pax)



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- Taking responsibility for ensuring good time management, both short term and long term, to ensure all tasks are completed within the season
- Learn and be prepared to promote UKAHT through your daily dealings with visitors to Port Lockroy. This should include the history of Port Lockroy and other British historic bases on the Peninsula including Operation Tabarin, FIDS, Antarctic Science and the current heritage and conservation work of UKAHT
- Ensuring the reputation of UKAHT is always maintained and enhanced through our work
- Working flexibly with colleagues in the wider support of the aims of UKAHT

As well as the above Base Leader duties, you will also assist in operating the Port Lockroy gift shop and management of all cash and credit card transactions to include:

- Liaising with International Association of Antarctica Tour Operators (IAATO) ship Hotel Manager's for any on-board sales of stamps or merchandise, or banking facilities
- Assist in the operation of the Shop at Port Lockroy
- Assist in the operation of the Post Office on behalf of the British Antarctic Territory Government (BATG). This includes managing all postal stock, promoting and selling all postal stamps, hand franking all mail processed through the Post Office (up to 80,000 pieces of mail seasonally) and coordinating transport of mail and producing an annual sales report
- Assist in the penguin and other wildlife and environmental monitoring on behalf of the British Antarctic Survey (BAS). A post season report will be required by the end of March
- museum display and interpretive material
- Assist in the management of day-to-day supplies (non-merchandise) including controlling the stock of food, equipment, tools in the base inventory etc.
- Take a proactive part in all aspects of daily living on an Antarctic base to include all domestic jobs such as cleaning, cooking, waste management as well as daily snow digging, clearing of paths and other jobs which may arise
- Delivering regular briefing talks to all visiting vessels prior to them landing at Port Lockroy (without aids to audiences of up to 250 people) and be prepared to deliver occasional lectures/talks when requested
- Creating engaging content for our communications and social media to include a weekly blog written from Antarctica and occasional participation in other media such as radio, TV and newspaper interviews pre, during and post the Antarctic season



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Person Specification:

SKILLS	ESS	DES
Excellent communication skills – written and verbal	✓	
Excellent customer service skills	✓	
High level of attention to detail	✓	
Excellent IT skills: Office applications, excel databases, basic photo editing	✓	
Ability to analyse data and produce concise reports	✓	
Practical field skills for operating in remote or challenging environments	✓	
Practical maintenance skills (i.e., painting, woodwork, any other)		✓
Fluency in written and spoken English	✓	
Fluency in a second language (French, German, Spanish, Chinese languages preferably)		✓
Current Outdoor First Aid qualification or equivalent		✓
Current IOSH Managing Safely qualification or equivalent		✓
KNOWLEDGE	ESS	DES
Knowledge of health and safety best practice	✓	
Knowledge of best practice in customer service	✓	
Use of ICT for managing information, communications and reporting	✓	
Awareness of the conditions and limitations of life and work at Port Lockroy	✓	
Environmental awareness and practical knowledge of minimal impact living	✓	
Awareness of issues surrounding operating in Antarctica or similar remote and challenging environments.	✓	
Awareness of the issues surrounding working with historic sites and buildings and associated artefacts.	✓	
EXPERIENCE	ESS	DES
Experience managing staff or leading teams	✓	



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Experience of similar remote, basic and isolated living and working	✓	
Experience of working in the polar regions		✓
BEHAVIOURAL	ESS	DES
An effective team player with high levels of initiative	✓	
Commitment to providing excellent customer service	✓	
Flexible and adaptable	✓	
Self-motivated and able to work without direct supervision	✓	
A strong work ethic with a commitment to get things done	✓	
Ability to work under pressure on a range of competing priorities	✓	
Positive and cooperative and value getting on with others	✓	
Considerate and careful with colleagues, visitors and things (knowing that artefacts are irreplaceable and equipment, tools etc. can't be replaced easily)	✓	
Committed to health and safety and the promotion of equality	✓	



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TERMS: UKAHT is offering a ‘contract for services’ to work on a time-contract basis for Antarctic Heritage Ltd (our subsidiary company) under which we have agreed that you will provide the services of Port Lockroy Base Leader

Location	Port Lockroy, Antarctica (Preparatory work outside of the season will also be required)
Salary	£1800 per calendar month
Duration	Six month agreement to cover: Service in Antarctica Training and preparation pre-Antarctic season Debrief post Antarctic season Outreach activities
Expenses	All pre-deployment travel (in the UK), training and accommodation needed as part of the role are covered by UKAHT. During Antarctic deployment all travel, food, accommodation and essential polar clothing are provided.
Dates you must be available	Interview/Selection: 19 th - 20 th May 2022 (online) Training: 15 th – 21 st October 2022 Service in Antarctica: Late October/early November 2022 to March 2023

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How to apply:

To apply for the position of Port Lockroy Base Leader:

Please complete the application form and declaration box in Section A. (Please note that all sections must be completed, within the allocated word limit, for your application to be considered).

Please also read the medical process and requirements information in Section B. All details will be processed in accordance with Data Protection legislation.

Please upload your completed application form to our [BREATHEHR](#) portal by 11:59 (GMT) on Monday 25th April 2022. We cannot accept applications outside of this process.

Please note: Due to the large number of applications received each year we are not able to provide any individual feedback at the application stage.