

# APPLICANT GUIDE

## Introduction

Welcome to British Antarctic Survey. This guide is intended to provide information about our recruitment process. Please carefully read this document before submitting your application.

## Who we are

The British Antarctic Survey (BAS) delivers and enables world-leading interdisciplinary research in the Polar Regions. Our skilled science and support staff based in Cambridge, Antarctica and the Arctic, work together to deliver research that uses the Polar Regions to advance our understanding of Earth as a sustainable planet. Through our extensive logistic capability and know how BAS facilitates access for the British and international science community to the UK polar research operation. Numerous national and international collaborations, combined with an excellent infrastructure help sustain a world leading position for the UK in Antarctic affairs. The British Antarctic Survey is a component part of the Natural Environment Research Council (NERC). NERC is part of UK Research and Innovation (UKRI).

We employ experts from many different professions to carry out our Science as well as to keep the lights on, feed the research and support teams, and keep everyone safe. If you are looking for an opportunity to work with amazing people in one of the most unique places in the world, then the British Antarctic Survey could be for you. We aim to attract the best people for all of our roles.

We have been sending people to Antarctica for over 60 years and have been responsible for most of the UK's scientific research in Antarctica.

Diversity is paramount to our organisation and our success. We aim to embrace diversity in all its forms and to provide staff with a sense of belonging no matter their characteristics, culture, experience, education or economic background. We currently employ colleagues from across the globe, each contributing to our ethos of excellence. By fostering an inclusive organisation where people are able to be their true selves we enable the very best science and engineering to take place.

## Eligibility

As the part of Antarctica in which we operate is a British Overseas Territory, we have the legal responsibility to ensure that all our employees have the right to live and work in the UK. You will be asked to provide documentation at the interview stage to demonstrate your right to work, which may include Passports, Indefinite Leave to Remain, Visas, or any other supporting documents.

If you are unsure and would like to check your eligibility to work in the UK, please visit the Home Office Website: <https://www.gov.uk/browse/visas-immigration>.

You can also find guidance on the UKRI website: <https://www.ukri.org/about-us/work-for-us/our-employment-policies/right-to-work-in-the-uk-guidance-for-candidates/>

## Health

Antarctic deployment involves working in a remote and harsh environment where adaptations to working, living and recreational areas are not achievable to a level that might be expected in the UK. There is a Genuine Occupational Requirement to be physically capable of negotiating rough, icy and snowy terrain as well as being mentally resilient and medically fit.

All those who deploy to the Antarctic under the care of BAS are required to undertake a medical. The medical provision whilst on deployment is extremely limited, and cannot deliver the standard and extent of services that people expect in the western world. Therefore, all those deployed are part of a screened population in order to be considered for

this role, we will conduct our own medical examination to ensure that you are medically fit to be deployed. We will also ask that you ensure you have good dental health, with a visit to your dentist to conduct the required checks. The most common medical emergencies in Antarctica are dental.

More information, including information on conditions that would preclude Antarctic service can be found here: <https://www.bas.ac.uk/for-staff/polar-predeployment-prep/intro-guidelines-and-forms/medical-guidelines-and-forms/>

Working in Antarctica is a unique opportunity but also a huge commitment, and we have a duty to ensure that you are both mentally and physically prepared for the unique challenges that Antarctica provides. Please be aware that during your deployment to Antarctica you will not have any time away from the continent for birthdays, Christmas, or any other holiday. This includes the 18-month Winter deployments.

## COVID-19

We have a responsibility to do everything that we can to ensure that BAS Ships and Stations remain COVID free and that staff are deployed safely and responsibly. Our medical screening for this season will therefore take account of the recognised factors that increase your risk of an adverse reaction to the coronavirus (Primarily this is BMI at or above 30, age over 60 years old, or a history of smoking). The assessment is done confidentially by our Medical Unit and the criteria might be subject to change.

## How to apply

On our vacancy page, under each role, you will find the “How to apply” section where you must complete the following documents:

- Application form
- Additional forms
  - CV (optional for some roles)
  - Medical form
  - Publication History form (if science role)
  - Diving and Boating experience (if diving officer)
  - Antarctic Atmospheric Scientist – Additional Questions
- Equality Opportunities Questionnaire (optional)

Please note that we only accept applications where all relevant forms have been received – if you do not complete the application form, you will not be considered for the role.

## Recruitment process

We operate on a yearly schedule, with roles being advertised from January to March, interviews happening from April to early July, start dates for your training from August to October, and deployment from October to December. We will contact all applicants to keep you updated on the outcome of your application.

There are three stages before the offer of employment.

### 1) Shortlisting

The panel will assess your application against the criteria set on the job description and your eligibility to work in the UK. We will contact you by email to let you know if you have been successful or not and to invite you to interview.

### 2) Interview

Your interview is likely to be held via Zoom. This is an approach which has developed during Covid-19 restrictions but which we are now continuing because of the environmental benefits of reducing travel. We will send you an invitation to attend a video interview on a specified date. If successful at interview you will be requested to attend at Cambridge within a couple of weeks for the next stage of the process. We will contact all candidates who interviewed to let you now if you were successful or not.

Practical Test (if applicable) - For some roles, we might ask you to travel to Cambridge for a practical test.

### 3) Offer of employment

If you have been successful, we will offer you the role. Please note that our offer is subject to **satisfactory medicals, references, and security checks**. We reserve the right to withdraw our offer if the above is not satisfactory. The checks might take few weeks to be completed.

## Employment

All of our Antarctic staff are contracted to either Summer or Winter roles. Summer roles are typically four to six months during the austral summer, from October to March. Winter roles are for up to 18 months, and will consist partly of an austral Winter, during which Antarctica is practically inaccessible due to the extreme weather. The length of the contract might be different depending on the stations.

The Human Resources Team will then finalise the process by sending out your contract.

The benefits of our employment are listed [here](#).

## Training

Comprehensive preparatory training and instruction are vital for the success and safety of Antarctic field campaigns and operations. The length of your employment will include a period of training including:

- Job-Specific Training Courses: HR Learning and Development Team will get in touch
- Pre-deployment Training (PDT): practical advice, information regarding the trip, induction to British Antarctic Survey policies and culture, and opportunity to meet future colleagues.

**This training is mandatory and can take between two weeks and three months to complete.**

You can find more information [here](#).

## Deployment

Usually, you will be deployed to Antarctica between October and December. You will have 10 days embarkation leave prior your departure. Typical travel routes are by air (Commercial or MOD flights).

### COVID-19

Antarctic national programmes are working together to ensure that we keep BAS Ships and Stations free from the virus, which means we are constantly adapting our travel and operational plans.

You may be required to quarantine two weeks prior to your deployment, and you might sail to Antarctica on our polar ship. Most members of the 2020 season travelled to Antarctica aboard the *RRS James Clark Ross* with the journey taking approximately seven weeks.

If you have any questions not answered by the guide, please contact us at [employment@bas.ac.uk](mailto:employment@bas.ac.uk)