Antarctica New Zealand

Role Description

Title	Senior Project Support
Reports to	SBR Project Delivery Lead
Team	Scott Base Redevelopment Project
Location	Christchurch
Date	October 2026
Direct Reports	Nil

Antarctica New Zealand is the crown entity responsible for developing, managing and executing New Zealand government activities in Antarctica and the Southern Ocean. We also manage Scott Base, New Zealand's Antarctic research station which supports science in the Ross Sea region.

Vision

Antarctica and the Southern Ocean: Valued, Protected, Understood.

Values

People are the key to Antarctica New Zealand's success. This includes permanent staff, fixed term and contract staff, seconded staff from the New Zealand Defence Force and our many strategic partners in Government, the science community and other National Antarctic Programmes. We seek to create a high-performance organisation underpinned by a culture of shared beliefs:

We are passionate about what we do	Ka ngākau whiwhita tātou ki ā tātou mahi katoa
We care for each other and the environment	Ka tiaki tātou i a tātou anō, ka tiaki hoki i te taiao
We work together	Ka mahi tahi tātou
We act with integrity	He ngākau pono ō tātou
We aspire to the highest standards	Ka whai tātou i ngā taumata tiketike

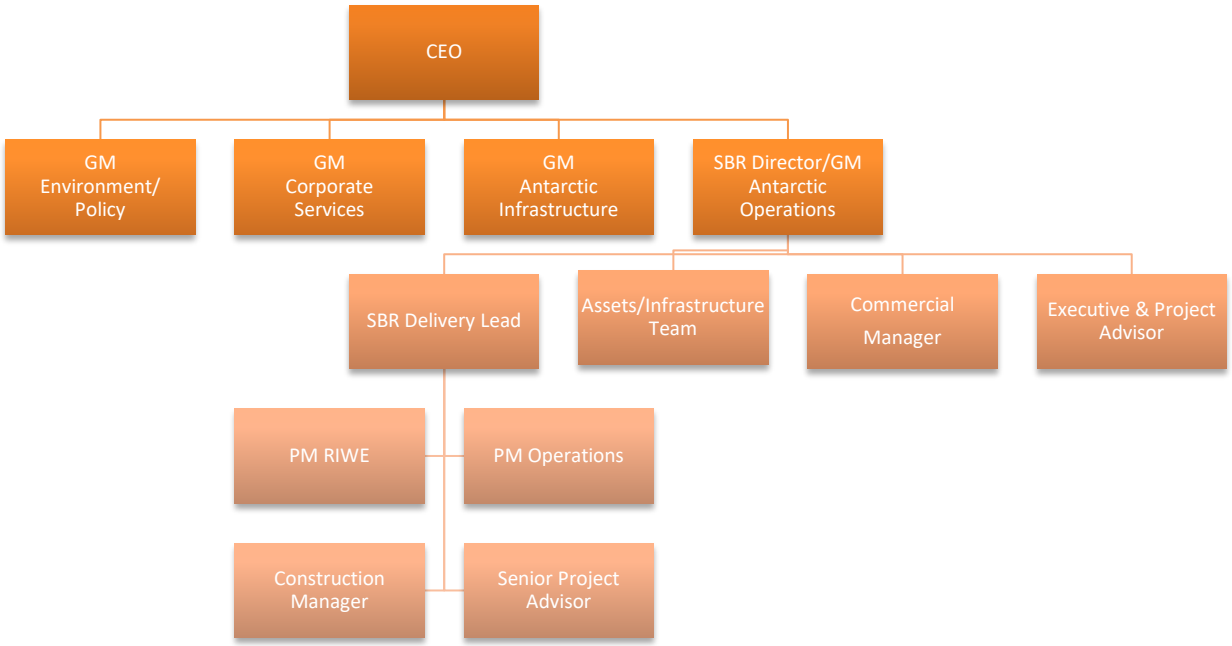
Business Unit and Role

The Scott Base Redevelopment delivery team is responsible for delivering the Main Base and Ross Island Wind Energy (RIWE) projects, coordinating construction, contract administration, planning and logistics, and managing interfaces with Scott Base operations and Antarctic Infrastructure. The team works with contractors, designers, technical specialists and future users to deliver agreed project outcomes while maintaining continuity of base operations.

The Senior Project Delivery Advisor is accountable for taking ownership of assigned project issues, work packages and delivery assignments, and progressing them through to an agreed outcome. The role is responsible for coordinating stakeholders, undertaking analysis, developing recommendations and ensuring agreed actions are implemented or appropriately escalated.

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Team



Key Accountabilities

Project Delivery and Issue Resolution

- Ownership of assigned project issues, work packages and delivery assignments, ensuring they are planned, coordinated and delivered to agreed outcomes.
- Brings together the appropriate stakeholders to define issues, assess options, resolve delivery challenges and support timely decision-making.
- Assess and communicate the cost, programme, logistics, safety and operational implications of assigned work, drawing on specialist advice where required.
- Develop practical recommendations, business cases, implementation plans, consultant briefs and scopes of work to support successful project delivery.
- Monitor progress, manage dependencies and risks, and ensure agreed actions are implemented or escalated where decisions or additional resources are required.

Commercial, Contract and Governance Support

- Support commercial, contractual and procurement activities through analysis, documentation and coordination of assigned work.
- Prepare contract documentation, correspondence, reports, decision papers and governance papers that support informed decision-making and effective project delivery.
- Ensure advice, recommendations and supporting documentation are accurate, well-presented and coordinated with the appropriate accountable leads before approval or issue

Risk, Interfaces and Delivery Governance

- Risks, issues and dependencies within assigned work are identified early, actively managed and escalated where resolution or decisions are required.
- Interfaces between project delivery, infrastructure, operational readiness and Scott Base operations are effectively coordinated.
- Project records, decisions and approvals are maintained to support governance, traceability and project close-out requirements.
- Priority delivery assignments are progressed in line with changing project needs and agreed direction from the SBR Project Delivery Lead.

Commercial and Contract Administration Support

- Support contract administration processes through analysis, reporting, and documentation.
- Prepare commercial correspondence, scopes of work, consultant briefs, and contract-related documents.
- Ensure information supporting commercial decisions is accurate, complete, and timely.

Releasing Senior Leadership Capacity

- Take detailed delivery work off senior leaders.
- Reduce the operational workload of the Project Delivery Lead and other senior staff.
- Allow leaders to focus on strategic, governance, stakeholder, and leadership responsibilities.

Challenges and Opportunities

- Taking ownership of complex and often ill-defined project issues, turning them into practical solutions and delivered outcomes.
- Balancing competing priorities across the Main Base and Ross Island Wind Energy projects while responding to changing delivery needs.
- Bringing together designers, contractors, technical specialists and users to achieve timely decisions and resolution of delivery challenges.
- Managing interfaces across design, construction and live-base operations, while identifying and escalating risks, dependencies and conflicts early.
- Enabling senior leaders and project managers to focus on their broader accountabilities by reliably progressing assigned work through to completion.
- Applying sound judgement to determine when issues can be resolved independently and when specialist advice or escalation is required.
- Maintaining clear records of decisions, approvals and actions to support effective governance, implementation and project handover.

Key Functional Relationships

Internal	• SBR Project Delivery Lead • Wind Farm Project Manager • SBR Contract Administrator / Programmer • SBR Construction Manager • SBR Planning and Logistics Manager • Assurance and Contract Manager • Commercial Manager • Executive and Project Advisor • Infrastructure managers and relevant Asset Owners • SBR Integration and Operational Readiness Lead • Scott Base Operations Teams
External	• Designers and technical specialists • Contractors • External consultants • Other project stakeholders as required by each assignment

Capabilities

Capability Area	Description
Qualifications, Certificates and Memberships	• Relevant tertiary qualification in engineering, construction, project management, quantity surveying, law, business, commerce or a related discipline, or equivalent demonstrated experience.

	• Formal project management qualification or training (desirable). • Membership of a relevant professional body (desirable)
Knowledge, Skills and Experience	• Significant experience supporting the delivery of complex construction, infrastructure, engineering or capital projects. • Demonstrated ability to take ownership of complex issues, work packages or initiatives and progress them from problem definition through to implementation. • Experience working across technical, commercial, contractual and operational aspects of project delivery. • Experience developing business cases, options analyses, implementation plans, procurement documentation, reports and decision papers. • Sound understanding of project delivery principles, including programme management, risk management, contract administration, procurement and stakeholder management. • Ability to identify and assess project risks, dependencies and impacts, and develop practical mitigation strategies. • Strong analytical and problem-solving capability, including the ability to work through ambiguity and determine appropriate courses of action. • Highly developed written communication skills, including the ability to prepare concise and persuasive reports, governance papers, recommendations and briefing materials. • Strong facilitation and stakeholder engagement skills, with the ability to coordinate diverse groups and achieve agreed outcomes without direct authority. • Experience working within multi-disciplinary project teams and coordinating inputs from contractors, consultants, technical specialists and operational stakeholders. • Building services, infrastructure, energy, remote operations or Antarctic logistics experience would be advantageous.
Professional/Personal Attributes	• Self-starter who operates effectively with limited direction and supervision. • Comfortable working in ambiguous and evolving environments where priorities and scope may not always be clearly defined. • Outcome-focused, with a strong commitment to follow-through and delivery. • Sound judgement and ability to determine when specialist advice, escalation or additional resources are required. • Collaborative and inclusive approach, building productive working relationships across diverse stakeholder groups. • Practical and solution-oriented, with a demonstrated ability to translate complex issues into achievable actions. • Confident communicator who can challenge constructively, influence others and facilitate robust discussion. • Highly organised, adaptable and resilient, with the ability to manage competing priorities and changing demands. • Demonstrates integrity, professionalism and discretion when handling sensitive commercial, contractual or project information.