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

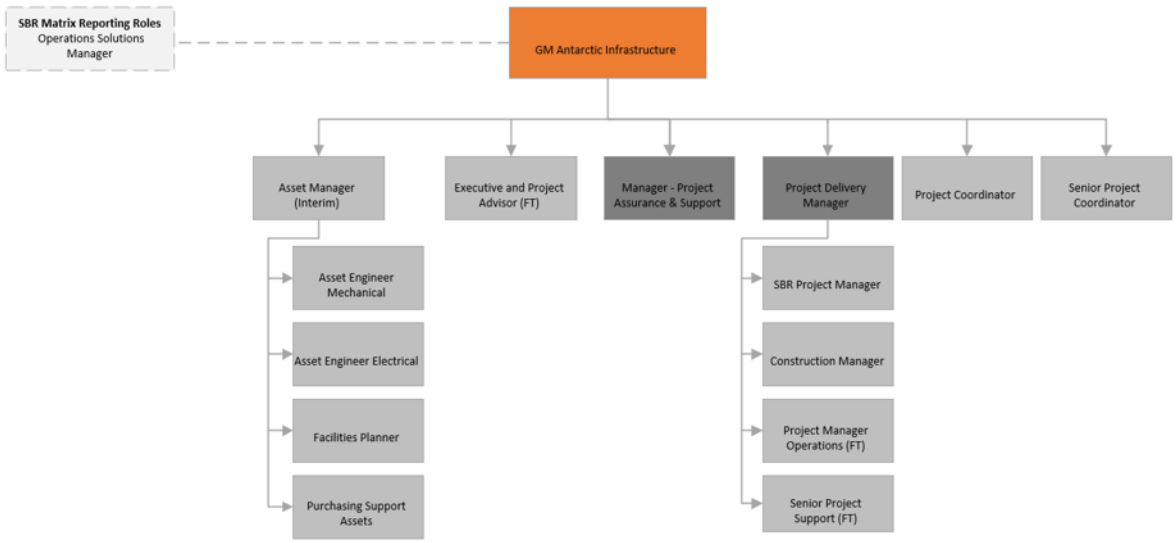
Business Unit and Role

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.

Antarctica New Zealand

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.

Mo tatou | About us - What we do Our role at Antarctica New Zealand is to support world-leading science and environmental protection in Antarctica and the Southern Ocean. Scott Base is the hub of

New Zealand's activities in Antarctica and each year, we employ seasonal staff to manage base activity and support science in the field.

Mō te mahi | About the role - What you'll be doing It takes a passionate, diverse, and highly skilled team to run Scott Base.

The Maintenance Engineer is responsible for the maintenance and operation of power generation; heating/ventilation and refrigeration plant at Scott Base, by working through set inspection and maintenance tasks. This role also provides support to visiting scientists and contractors.

The 'life support' systems such as power generation and heating are mission critical to Antarctica New Zealand's ability to maintain a continuing presence in Antarctica.

Key Responsibilities Include:

- The daily maintenance and operation of the power/heating 'life support' systems
- Providing general engineering support
- Using and updating our asset management software system
- Support visiting contractors with asset maintenance and servicing work
- Serving on the Scott Base Fire Crew

Mōu | About you - What you'll bring We operate in one of the most remote locations in the globe, so our team needs to work well together, focus on safety and integrate successfully into the small community lifestyle.

You are a highly motivated individual who enjoys teamwork, a dynamic work environment and is an excellent communicator.

Skills and Experience Include:

- NZ Trade Certificate or recognised equivalent in a relevant engineering discipline
- At least five years' post-qualification experience in one of the following: mechanical engineering, maintenance fitting or another engineering trade
- SCADA (Supervisory Control and Data Acquisition) and BMS (Building Management System)
- Current full NZ Class 1 and ability to drive a manual vehicle

Tono mai ināianei | Apply now This is an exciting opportunity to be a part of an organisation with a real and tangible purpose - for further details and to view a role description click apply.

Applications close 12pm, 14 June 2026

For any questions, please contact people@antarcticanz.govt.nz

One of Antarctica New Zealand's core values is 'we care for each other and the environment'. We actively encourage applications from all cultures, beliefs and backgrounds and are committed to ensuring our culture is welcoming, accessible, equitable and safe for all. The successful candidate will undergo pre-employment checks including medical assessment. All applicants must be legally entitled to work in New Zealand.

Skills Required

Contribute to a nationally significant infrastructure project, supporting New Zealand's future presence in Antarctica.

Mo tatou | About us - What we do

Our role at Antarctica New Zealand, is to enable and support New Zealand's scientific, environmental and operational activities in Antarctica and the Southern Ocean. We manage Scott Base, New Zealand's Antarctic research station, and work alongside government agencies, scientists, industry partners and international programmes to deliver world-class outcomes in one of the most challenging environments on Earth. Our vision is simple: *Antarctica and the Southern Ocean: Valued, Protected, Understood.*

Scott Base is the hub of New Zealand's activities in Antarctica and each year home to scientists from New Zealand and across the globe to carry out some of the most important research in the world. The redevelopment of Scott Base will see the aging infrastructure replaced with a safe, fit-for-purpose, and sustainable research facility that will support New Zealand's presence in the Ross Sea region. As part of the redevelopment delivery team, you'll contribute to projects that will support Antarctic science and operations for decades to come.

Mō te mahi | About the role - What you'll be doing

We are seeking a highly capable and proactive Senior Project Support professional to join our Christchurch-based redevelopment team - you'll play a critical role in progressing complex project issues, work packages and delivery assignments from concept through to implementation.

This is an opportunity to work across major infrastructure and renewable energy projects, supporting delivery outcomes through stakeholder coordination, analysis, documentation, risk management and project governance. You'll work closely with project managers, technical specialists, contractors and operational teams to ensure critical initiatives are successfully delivered.

Key Responsibilities Include:

- Taking ownership of assigned project issues, work packages and delivery assignments, ensuring they are coordinated and delivered to agreed outcomes.
- Bringing together stakeholders to define issues, assess options and resolve delivery challenges.
- Developing business cases, implementation plans, consultant briefs and scopes of work to support project delivery.
- Monitoring project progress, dependencies and risks, ensuring actions are completed or appropriately escalated.
- Supporting commercial, contractual and procurement activities through analysis, coordination and documentation.
- Preparing reports, governance papers, correspondence and decision-making documentation for project leadership.
- Coordinating interfaces between project delivery, infrastructure, operational readiness and live base operations.
- Maintaining project records, approvals and governance documentation to support traceability and successful project outcomes.
- Providing high-quality project support that enables senior leaders to focus on strategic priorities and stakeholder engagement

Mōu | About you - What you'll bring

You're an experienced project professional who thrives in complex environments and enjoys turning ambiguous challenges into practical, achievable outcomes. You take ownership, build strong working relationships and have the confidence to work across technical, commercial and operational project activities.

You'll be comfortable working with a diverse range of stakeholders, influencing outcomes without direct authority, and balancing competing priorities while maintaining attention to detail. Most importantly, you'll bring a collaborative, solutions-focused approach and a genuine commitment to delivering results.

Experience working across technical, commercial, contractual and operational aspects of project delivery. You will be able to analyse information, identify solutions, and keep work moving forward.

You will also bring:

- Confidence preparing reports, business cases, presentations, and other key project documentation.
- Excellent communication skills and an ability to work with a variety of stakeholders.
- Strong understanding of project delivery principles including programme management, risk

- A track record of working within multidisciplinary project teams alongside contractors, consultants and technical specialists.
- Experience in construction, infrastructure, engineering, or other complex project environments is highly desirable.
- A relevant qualification or equivalent practical experience in project delivery, business, engineering, construction, or a related field.
- Formal project management qualifications and experience in building services, infrastructure, energy, remote operations or Antarctic logistics will be advantageous.