Antarctica New Zealand

# Role Description

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| **Title** | Environmental Advisor (Fixed Term) | **Incumbent** | Vacant |
| **Reports To** | GM Policy and Environment | **Date Last Review** | November 2026 |
| **Team** | Policy and Environment | **Location** | Christchurch |
| **Direct Reports** | Nil | **Work Environment** | Office-based |

## Organisational Context

Antarctica New Zealand is a Crown Entity established on 1 July 1996 under the New Zealand Antarctic Institute Act to develop, manage and execute New Zealand's activities in respect of Antarctica and the Southern Ocean.

Our overarching organisational vision is Antarctica New Zealand is regarded a global leader and trusted partner, striving to value, protect and understand Antarctica and the Southern Ocean.

We **value** the intrinsic and scientific values of Antarctica, and the governance provided through the Antarctic Treaty System, to ensure Antarctica's future as a natural reserve devoted to peace and science is enduring; **protect** Antarctica to the highest international standard through our efforts to minimise environmental impact, leadership in protected area management and support for the conservation of human heritage in the Ross Sea region; and **understand** that Antarctica and the Southern Ocean are fundamental drivers of the global climate system. Scientific research improves our capability to detect, predict and adapt to changing conditions and provide evidence to support environmental management and policy decisions.

The organisation meets this vision through four strategic priorities:

- Maintaining a continuous and effective presence in Antarctica;
- Enhancing Antarctic and Southern Ocean science outcomes and impacts;
- Building and strengthening Antarctic relationships to advance New Zealand's strategic interests; and
- Protecting Antarctic and Southern Ocean environments.

Other key activities include the operation of Scott Base; managing logistics to, from and within Antarctica; and raising public awareness of the global significance of the continent and surrounding Southern Ocean.

Antarctica New Zealand has focused on science and environmental leadership in Antarctica as a key strategic goal to maintain New Zealand's ongoing international influence. New Zealand has made a strong commitment to the conservation of the intrinsic and wilderness values of Antarctica and the Southern Ocean through active and responsible environmental stewardship. Seeking increased protection while reducing our environmental footprint in Antarctica and promoting a high level of environmental awareness and commitment among all New Zealand Antarctic programme participants remains a key goal for Antarctica New Zealand. These challenges will be met within the context of the New Zealand Antarctic Institute Act 1996, the *New Zealand's Statement of Commitment to Antarctica and the Southern Ocean*, the Antarctic (Environmental Protection) Act 1994 and the relevant instruments of the Antarctic Treaty System.

## Business Unit Purpose

The Policy and Environment team supports New Zealand's strategic interests in Antarctica and strengthens New Zealand's policy leadership in the Antarctic Treaty System by playing a leading role in managing the Antarctic and Southern Ocean environment, understanding pressures and impacts on associated ecosystems, and identifying management and policy responses by working closely with the science community. The team leads and oversees the implementation and continual improvement of the organisation's Environmental Management System. They are accountable for ensuring that environmental risks are identified and works cross functionally to work with others to mitigate and control these risks.

Additionally, the team provides accurate and timely policy advice to the Ministry of Foreign Affairs and Trade, and other stakeholders and meets all government reporting requirements.

## Role Purpose

- Lead the Environmental Impact Assessment process for internal and external events.
- Lead the management of the Antarctic protected areas system and historic sites in the Ross Sea region.
- Manage the biosecurity risks to Antarctica by implementing robust prevention measures, monitoring compliance, coordinating response actions as outlined in the biosecurity management plan.
- Provide technical advice and support to internal and external stakeholders.

## Work of Role

**Environmental Stewardship**

- Lead a range of environmental management projects to support New Zealand's commitment to an increasingly well-managed Ross Sea Region
- Identify emerging environmental issues and opportunities to strengthen New Zealand's leadership and influence within the Antarctic Treaty System.
- Support the development and advancement of international environmental management initiatives to support New Zealand's commitment to an increasingly well-managed Ross Sea region.
- Facilitate science knowledge to support policy and management decisions by fostering strong connections between the policy and science communities.

**Environmental Management System (EMS)**

- Support the implementation, ongoing improvement and effectiveness of Antarctica New Zealand's Environmental Management System (EMS).
- Promote environmental awareness and stewardship throughout Antarctica New Zealand and among all participants in the New Zealand Antarctic Programme.
- Support the training of staff and stakeholders in EMS requirements.
- Identify improvement opportunities and ensure the EMS objectives and targets are achieved for the Environmental Impact Assessment, Protected Areas and Biosecurity components of the EMS.
- Support the preparation and/or undertake audits of the EMS, as required.

**Environmental Impact Assessment**

- Lead the Environmental Impact Assessment (EIA) process and associated consultation processes for Antarctica New Zealand activities (internal and external), ensuring compliance with the Protocol on Environmental Protection to the Antarctic Treaty, the Antarctic (Environmental Protection) Act 1994 and associated domestic and international obligations.
- Work collaboratively with operational and other teams to embed environmental considerations into planning and decision-making.
- Provide expert environmental advice to MFAT on Antarctica New Zealand activities and other/non-governmental EIAs.
- Support reporting on performance and compliance with EIAs to MFAT.
- This does not include the Scott Base Redevelopment.

**Area Protection and Management**

- Lead the management of Antarctic Specially Protected Areas (ASPAs), Antarctic Specially Managed Areas (ASMAs), and Historic Sites and Monuments (HSMs) for which New Zealand has management responsibilities or interests within the Ross Sea region.
- Coordinate the development, review and implementation of management plans to ensure protected areas and heritage values are effectively protected.
- Work with domestic and international partners to promote best practice protected area management and heritage conservation.

**Biosecurity Management**

- Lead the development, implementation and continuous improvement of Antarctica New Zealand's biosecurity programme and associated operational procedures.
- Identify, assess and manage biosecurity risks associated with personnel, cargo, equipment and infrastructure moving to and within Antarctica.
- Oversee biosecurity monitoring, auditing and compliance activities to ensure programme standards are met.

- Lead the development and implementation of flora and fauna management initiatives, including measures to minimise human impacts on Antarctic ecosystems and wildlife (e.g. Antarctica New Zealand's response to Avian Influenza).

**Other Tasks**

- Fulfil accountabilities as documented in the Health and Safety and Environmental Management Systems.
- Fulfil accountabilities as described in the Information and Records Management Policy for creating and centrally storing accurate and complete records of your own business activities.
- Any other task assigned by GM Policy and Environment.

## Key Challenges

- Balancing environmental protection requirements with Antarctica New Zealand's operational, scientific and infrastructure activities in a highly sensitive environment.
- Supporting New Zealand's international reputation and leadership in Antarctic environmental stewardship through high-quality advice, stakeholder engagement and environmental programme delivery.

## Key Functional Relationships

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| **Internal** | • GM Policy and Environment<br>• Policy and Environment Team<br>• Operations, Asset and Engineering and Science Teams<br>• SBR Team<br>• Scott Base Staff |
| **External** | • Ministry of Foreign Affairs and Trade (MFAT)<br>• Ministry for Primary Industries (MPI)<br>• Department of Conservation (DOC)<br>• Environmental Protection Authority (EPA)<br>• Antarctic Heritage Trust<br>• Antarctic Science Platform, Public Research Organisations, Universities and the New Zealand science community<br>• National Representatives to the Committee for Environmental Protection<br>• Environmental managers of other National Antarctic Programmes<br>• Scientific Committee on Antarctic Research (SCAR)<br>• COMNAP |

## Minimum Capability Necessary to Work in Role

| Capability Area | Description |
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| **Qualifications, Certificates and Memberships** | • A Tertiary qualification in a relevant field |
| **Knowledge, Skills and Experience** | • Ideally five years' experience of working in an environmental management role.<br>• An understanding of the New Zealand public sector.<br>• Strong understanding of Antarctic environmental governance, including the Antarctic Treaty System and Protocol on Environmental Protection.<br>• Excellent stakeholder engagement and relationship management skills, with the ability to build effective partnerships across government, science, operational and international communities.<br>• Sound knowledge of Environmental Management Systems and continuous improvement principles.<br>• Excellent verbal and written communication skills.<br>• Understanding of, and commitment to, tikanga and Treaty of Waitangi principles. |

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| **Judgement, Temperament and Influence** | • Demonstrates ability to learn, even from difficult situations.<br>• Able to earn respect of national and international Antarctic community.<br>• Is aware of impact of own self on others.<br>• Confronts issues and persists to resolve them.<br>• Effective interpersonal skills, including the use of enquiry that supports understanding and support for plans and changes.<br>• Diplomacy needed to work competently at an international level with diverse and conflicting stakeholders. |

## Antarctica New Zealand Values

To honour our obligation to Antarctica:

- **E ngākau whiwhita ana, e ngākaunui ana hoki tātou ki ā tātou mahi katoa**
  We are proactive and passionate about what we do
- **Nō tatou te haepapa kite tiakii a tatou anōme te taiaohoki**
  We take responsibility for each other and the environment
- **Ka mahi tahi tātou kia angitu ai**
  We work together to achieve success
- **He ngākau pono ō tātou ahakoa te aha**
  We always act with integrity
- **Ka whāia e tātou te iti kahurangi i ā tātou mahi katoa**
  We pursue excellence in everything we do

## Role Authorisations

I accept this Role Description accurately describes the work of the role for which I am accountable:

Environmental Advisor (Fixed Term) Date