

# Role Description

<b>Title</b>	Antarctic Science Platform Content Creator	<b>Incumbent</b>	N/A
<b>Manager's Title</b>	ASP Director and Chief Science Advisor, Antarctica NZ	<b>Date of Last Review</b>	December 2025
<b>Team</b>	Science	<b>Geographical Location</b>	Christchurch
<b>Direct Reports</b>	None	<b>FTE</b>	1.0
<b>Work Environment</b>	Office based. Travel to Antarctica may be part of this role, which requires medical clearance. Occasional travel within NZ may be required.	<b>Term</b>	Permanent

## 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 key activities include facilitating scientific research in Antarctica, protection of the environment and raising public awareness of the global significance of the continent and surrounding Southern Ocean. Our Goal is to continue to play an influential role in the kaitiakitanga (stewardship) of Antarctica and the Southern Ocean as a natural reserve devoted to peace and science. Antarctica New Zealand operates in a hazardous environment where leadership and the management of safety and risk are critical to successfully achieving the New Zealand Antarctic Programme. While Antarctica New Zealand holds the Government science strategy for Antarctica and provides logistics support, the research is carried out by staff at Universities and Crown Research Institutes across New Zealand.

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## Business Unit Purpose

The Antarctic Science Platform (ASP) conducts excellent, interdisciplinary and impactful research that addresses the urgent need to understand the role and response of Antarctica and the Southern Ocean in an interconnected and rapidly changing global climate, and how this might change in a +2 °C (Paris Agreement) world. ASP research delivers outputs which can be used in climate change and Antarctic policy development for New Zealand and the world, responds to national and international priorities and issues as they emerge and upholds the principles of Te Tiriti and mātauranga Māori. It also inspires and informs improved protection and guardianship (kaitiakitanga and manaakitanga) of Antarctica and the Southern Ocean in a changing global climate.

The Antarctica New Zealand Science Team is responsible for maintaining a high quality, internationally recognised Antarctic science programme that is communicated to relevant stakeholders. The programme delivers science outcomes that positively contribute to New Zealand's obligations and strategic priorities to the Antarctic Treaty System, inform policy and support the connection between science and end users.

## Role Purpose

Provide strategic advice to the Antarctic Science Platform Leadership Team and the Chief Science Advisor of Antarctica New Zealand relating to science research communication

In consultation with the Antarctic Science Platform Leadership Team and Antarctica New Zealand's Chief Science Advisor and Communications Team, communicate activities and outcomes of Antarctic Science to lay audiences, sponsors, funders and stakeholders

## Work of Role

### Strategic leadership in science communication

- Contribute an ASP content lens to development of an ASP Communications Strategy in consultation with the Antarctica New Zealand Communications Team and under the direction of the Platform Leadership Team, and update annually
- Provide strategic advice on ASP website upgrade and develop broad plan for its implementation over the first 12 months.
- Advise the Platform Leadership Team on science communications opportunities and implement new initiatives as adopted by the Platform Leadership Team and ASP Steering Group from time to time

### Scientific knowledge and awareness

- Develop knowledge and awareness of New Zealand's Antarctic science programme, and keep up to date with advancements, achievements and outputs of research teams, to inform development of appropriate communication pieces
- Undertake regular communication with ASP research teams to develop knowledge and understanding of ASP science initiatives, and use this to inform development of appropriate communication pieces

### Written content development

- Lead the writing of four ASP impact case studies annually in consultation with the Platform Leadership Team and contributing authors in a format appropriate for inclusion in the ASP annual report, and arrange for upload to the ASP website
- Prepare ASP science summaries annually and upload to the ASP website. Identify opportunities for promulgation and promotion by various media following the end of each annual field season to ensure a range of science updates are available to showcase ASP science achievements
- Contribute content for the annual Antarctica New Zealand Science Achievements Report, including ASP and non-ASP field programme as well as science achievement content
- Prepare the annual Antarctica New Zealand Science Programme season poster, including content development and graphic design
- Prepare Antarctica New Zealand Science Event summaries to communicate field season science activities
- Develop content for science programme communication to Antarctica New Zealand staff

#### Antarctica New Zealand and ASP Website

- Generate new, and revise existing, Antarctica New Zealand and ASP website science content (working with researchers as appropriate), as agreed with the Chief Science Advisor and ASP Director. Provide approved content to the Antarctica New Zealand Communications Team in an agreed style and format to upload onto the website/s.
- Ensure the ASP's obligations to MBIE in respect of specific content to be uploaded to the ASP website are fulfilled and maintained.
- Ensure the results of Platform wide reviews are appropriately promulgated and uploaded to the ASP website (eg. MBIE mid-term review outcome, Independent Science Panel annual review of a science project)

#### Newsletters, webinars and other campaigns

- Work with the Antarctica New Zealand Communications Team to develop content and maintenance plans for the Antarctic Science Platform (website, newsletters, campaigns). Support the implementation of these plans.
- Provide oversight of ASP banners and templates (including a branded Powerpoint presentation template and report cover template), and make changes where necessary to reflect the development of the Platform over time
- Develop a regular ASP webinar schedule in consultation with the Director and the Platform Leadership Team, and run webinars in consultation with research project participants as directed by the ASP Director using Antarctica New Zealand's Teams software
- Prepare content for, and manage release of, the monthly e-newsletter 'Antarctica New Zealand Science Update'

### Key Functional Relationships

<b>Internal</b>	<ul style="list-style-type: none"><li>• ASP Director</li><li>• Platform Leadership Team</li><li>• AntNZ Chief Science Advisor and AntNZ Science Team</li><li>• ASP Manager</li><li>• ASP Coordinator</li><li>• AntNZ/ASP Senior Communications Advisor/s</li><li>• ASP Kaiārahi Rangahau Māori</li><li>• ASP Tiaki and Hoe Leads and science project team members</li><li>• AntNZ CEO</li><li>• AntNZ EA &amp; Administrator</li><li>• Other relevant AntNZ roles</li></ul>
<b>External</b>	<ul style="list-style-type: none"><li>• ASP science project leads and team members</li><li>• AntNZ website service provider</li><li>• ASP research Providers content, engagement and communications teams</li><li>• New Zealand Antarctic science community</li></ul>

	<ul style="list-style-type: none"> <li>• New Zealand research institutions with Antarctic research interests</li> <li>• Ministry of Business, Innovation and Employment</li> <li>• Research users such as the Ministry of Foreign Affairs and Trade, Ministry for Primary Industries, Ministry for the Environment and Department of Conservation</li> </ul>
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- **Minimum Capability Necessary to Work in Role**

Capability area	Description
<b>Qualifications, Certificates and Memberships</b>	Bachelor's degree in science, with a post-graduate qualification, and/or significant experience in science communication
<b>Knowledge, Skills and Experience</b>	<ul style="list-style-type: none"> <li>• At least 5 years prior employment in a science communications role in a research organisation</li> <li>• Experience in communicating complex scientific data to a general audience in a variety of formats and styles</li> <li>• Ability to develop and maintain long-term relationships</li> <li>• Strong organisational and time management skills</li> <li>• Experience in website design and maintenance</li> <li>• Agility to adapt quickly to changing communications needs</li> <li>• Commitment to incorporating Vision Mātauranga as a fundamental element of the Antarctic Science Platform</li> <li>• Understanding of and commitment to tikanga and Treaty of Waitangi principles</li> <li>• A working knowledge of the New Zealand science system would be advantageous</li> <li>• Proficiency with Adobe applications and content creation.</li> </ul>

<b>Judgement, Temperament and Influence</b>	<ul style="list-style-type: none"> <li>• Able to manage complex relationships comprising multiple stakeholders Demonstrated ability to learn, even from difficult situations</li> <li>• Able to earn respect of research personnel across varying organisations, disciplines and locations</li> <li>• Demonstrated effective interpersonal and communication skills, including the use of enquiry</li> <li>• Ability to coordinate a diverse and passionate science community to produce communications outputs.</li> <li>• Confronts issues and persists to resolve them</li> <li>• Mindful of and adaptable to constraints, eg. key people being unavailable, multiple locations and conflicting needs</li> <li>• Strong communication and negotiation skills; able to work with multiple parties, establish rapport quickly, put people at ease while influencing and achieving outcomes and building long-term relationships</li> <li>• Effective interpersonal skills</li> <li>• Personable and willing to adapt</li> <li>• Professional manner and positive attitude</li> </ul>
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- **Antarctica New Zealand Values**

**To honour our obligation to Antarctica:**

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