

Role Description

Title	Health, Safety Risk Manager
Reports to	GM Corporate Services
Team	Corporate Services
Location	Christchurch/Travel to Scott Base
Date	May 2026

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

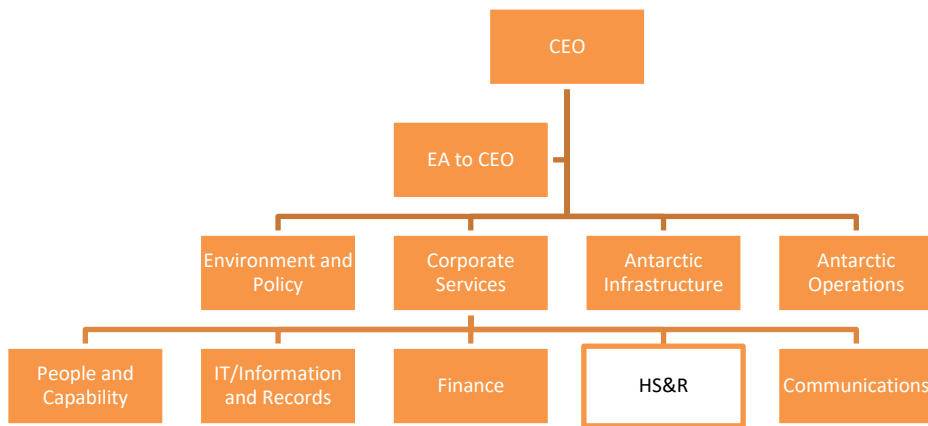
People are the key to Antarctica New Zealand’s success. This includes permanent staff, fixed term and contract staff, seconded staff from the New Zealand Defence Force and our many strategic partners in Government, the science community and other National Antarctic Programmes. We seek to create a high-performance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

We are proactive and passionate about what we do	Ka ngākau whiwhita tātou ki ā tātou mahi katoa
We take responsibility for each other and the environment	Ka mahi tahi tātou
We work together to achieve success	Ka whai tātou i ngā taumata tiketike
We always act with integrity	He ngākau pono ō tātou
We pursue excellence in everything we do.	Ka tiaki tātou i a tātou anō, ka tiaki hoki i te taiao

Business Unit and Role

The Corporate Services function delivers the essential enabling services that Antarctica New Zealand relies on to achieve its objectives and strengthen New Zealand’s leadership within the Antarctic Treaty System. It supports the organisation by integrating expertise across finance, risk, health and safety, IT, people and culture, and communications, working collaboratively with teams both in New Zealand and Antarctica

The Health, Safety and Risk (HSR) Manager provides strategic and operational leadership of Antarctica New Zealand’s health and safety function, ensuring a strong, proactive safety culture and effective management of risks across a complex and high-hazard environment. The role is primarily focused on delivering practical, hands-on health and safety leadership—building organisational capability, supporting leaders to own safety outcomes, and continuously improving systems, programmes and performance.



Key Accountabilities

Health and Safety Leadership

- Lead the effective delivery of health, safety and wellbeing outcomes across the organisation, embedding the workplan and a strong, proactive safety culture.
- Enable leaders to take ownership of health and safety by building capability, providing guidance, and driving accountability.
- Ensure significant incidents are effectively investigated, with learnings embedded and corrective actions implemented.

Health & Safety Systems and Assurance

- Ensure health and safety management systems are fit-for-purpose, consistently applied, and continuously improved.
- Deliver effective assurance through audit programmes, monitoring, and performance analysis to provide confidence in key controls. (ISO 31000 and ISO 45001)
- Maintain compliance with legislative requirements and external standards, including audit readiness and certification.

Enterprise Risk Oversight and Assurance

- Define and communicate enterprise risk priorities and requirements, ensuring alignment with organisational strategy and risk profile.
- Provide clear, meaningful risk insights and assurance to the Senior Leadership Team and Board.
- Coordinate and commission specialist risk expertise as required to address complex or emerging risks.

Business Continuity and Resilience

- Lead the development and ongoing maturity of business continuity frameworks and plans.
- Ensure preparedness through regular testing, review, and continuous improvement of organisational resilience.

Workforce Engagement and Capability

- Strengthen organisational capability through targeted training, competency frameworks, and engagement initiatives.
- Coach and influence leaders and teams to proactively identify and manage risks and improve safety performance.

Stakeholder Relationships and Influence

- Build and maintain effective relationships across the organisation and with external partners to support safe and integrated operations.
- Represent the organisation in relevant external forums, ensuring alignment with best practice and collaboration across programmes.

Strategic Advice and Continuous Improvement

- Provide trusted, evidence-based advice to senior leaders on health, safety and risk matters.

- Identify opportunities to improve systems, practices and performance, driving innovation and continuous improvement.

People and Resource Leadership

- Lead and develop a high-performing team, ensuring clarity of priorities, effective workload management, and strong engagement.
- Ensure resources, tools and capability are aligned to deliver organisational health, safety and risk outcomes.

Key Challenges and Opportunities

- Operating across a complex, high-risk and remote environment with limited direct oversight
- Balancing H&S delivery with strategic risk oversight without overextending internal capability
- Ensuring consistent application of systems and standards
- Building leader ownership and accountability for health and safety outcomes
- Providing clear, credible assurance to SLT and Board on risk and safety performance
- Managing overlapping PCBU responsibilities with multiple external partners
- Maintaining capability and resilience within a small, resource-constrained team

Key Relationships

Internal	<ul style="list-style-type: none"> • CEO and Senior Leadership Team • Scott Base Leadership Team • Scott Base Redevelopment Project Team • Antarctica NZ Board Members • All Operational Leaders
External	<ul style="list-style-type: none"> • Regulators and Emergency Agencies WorkSafe New Zealand; Fire and Emergency New Zealand; Rescue Coordination Centre New Zealand; Public Sector Rescue Forum • Government and Public Sector Stakeholders Central Government agencies; Crown Research Institutes; Universities; New Zealand science community • Antarctic and Operational Partners Other National Antarctic Programmes; International Antarctic Centre and campus neighbours; key logistics and operational partners • Industry and Professional Bodies New Zealand Business Leaders’ Health and Safety Forum; New Zealand Institute of Safety Management; relevant professional and benchmarking networks • Suppliers and Specialist Providers Risk, health and safety consultants; assurance providers (including audit and ISO certification bodies); training providers; specialist emergency and risk service provider

Capabilities

Capability area	Description
Qualifications, Certificates and Memberships	<ul style="list-style-type: none"> • Relevant tertiary qualification in Risk Management, Health and Safety, or a related discipline (or equivalent experience) preferred • Professional certification (e.g. NEBOSH or equivalent) preferred • Membership of a relevant professional body (e.g. NZ Institute of Safety Management) is desirable
Knowledge, Skills and Experience	<ul style="list-style-type: none"> • Extensive experience (typically 10+ years) in senior operational management and/or health and safety leadership roles. • Demonstrated success in designing, implementing and embedding health, safety and assurance systems in high-risk operational settings. • Strong working knowledge of the Health and Safety at Work Act, risk management principles, and best practice frameworks • Skilled in dynamic risk assessment methodologies and translating risk insights into clear, actionable priorities



	<ul style="list-style-type: none">• Highly effective communication, influencing and stakeholder engagement skills across all organisational levels• Experience working across multiple sites and with diverse operational stakeholders• Understanding of, commitment to, and willingness to learn tikanga Māori and the principles of Te Tiriti o Waitangi
Attributes	<ul style="list-style-type: none">• Builds trusted, effective relationships with internal and external stakeholders• Applies sound judgement in complex situations, balancing operational realities with risk and safety priorities• Drives change through clear communication, structured planning, and effective engagement• Demonstrates resilience, persistence and a willingness to address challenging issues constructively• Shows self-awareness and understands the impact of leadership style on others• Uses a collaborative, solutions-focused approach to resolve complex problems• Actively listens and uses enquiry to build understanding, alignment and commitment• Plans, prioritises and delivers work programmes to achieve outcomes in dynamic environments