



## Role Description

<b>Title</b>	Project Manager / Senior Project Manager – SBR Project	<b>Incumbent</b>	New
<b>Manager's Title</b>	Scott Base Redevelopment Project Director	<b>Date of Last Review</b>	April 2025
<b>Team</b>	Scott Base Redevelopment	<b>Location</b>	Christchurch
<b>Direct Reports</b>	None	<b>Work Environment</b>	Office based Travel to Antarctica will be required which will require medical clearance.

## 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 goal is to continue to play an influential role in the kaitiakitanga (guardianship) of Antarctica and the Southern Ocean as a natural reserve devoted to peace and science. We do this by facilitating high-quality scientific research in Antarctica and supporting initiatives to protect the environment. 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.

The Scott Base Redevelopment (SBR) project will be the first phase in a long-term plan to progressively replace Scott Base infrastructure and provide fit-for-purpose science and logistics facilities. In June 2024, after the original design could not be delivered within the budget cap, the Board approved the recommendations of an Independent Review Panel for a design re-set. The first step in this process will be delivery of a masterplan and concept report.

## Business Unit Purpose

To safely and successfully deliver the Scott Base Redevelopment Project on schedule and on budget.

## Role Purpose

Successfully deliver assigned elements of the Scott Base Redevelopment Project, ensuring that time, cost, quality, and safety outcomes are met.  
Appointment will either be Project Manager or Senior Project Manager level, depending on the skills and experience of the successful applicant.



## Work of Role

- Work collaboratively with internal teams, contractors, consultants, iwi, government agencies, and international partners.
- Ensure compliance with relevant public sector procurement policies, Antarctic environmental protocols, health and safety legislation, and project governance frameworks.
- Provide robust project planning, budgeting, risk management, and reporting.
- Ensure systems and tools are in place to support and deliver projects in the most efficient and collaborative way, meeting best practice
- Lead the development of detailed project plans, ensuring that they adhere to agreed project delivery methodologies, standards and governance requirements. Ensure that delivery to these plans is as agreed, managing scope and other changes that may arise.
- Establish and maintain interpersonal relationships; develop constructive and cooperative working relationships with others.
- Support and uphold the principles of kaitiakitanga and manaakitanga in the execution of the project.

### Other Tasks:

- Fulfil accountabilities as documented in the Health, 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 the Scott Base Redevelopment Project Director.

## Key Challenges

- Primary day-to-day responsibility to successfully deliver the Scott Base wind farm project.
- Ensure health and safety and environmental requirements are observed throughout the project.
- Support the Project Director across all project management aspects of the Scott Base Redevelopment, including resource management; budgeting; reporting; logistics; and construction.

## Key Functional Relationships

<b>Internal</b>	<ul style="list-style-type: none"><li>• Project Steering Committee</li><li>• SBR internal project team</li><li>• General Manager, Antarctic Operations</li><li>• General Manager Policy, Environment and Safety</li><li>• Asset Manager</li><li>• Operations Solutions Manager</li><li>• Senior Leadership Team</li></ul>
<b>External</b>	<ul style="list-style-type: none"><li>• SBR contractors and consultants</li><li>• Main contractor, other contractors and suppliers</li><li>• Stakeholders, including Antarctic Science Community iwi, government agencies, and international partners.</li></ul>



## Person Description

As a highly capable, motivated, and resilient Project Manager (or Senior Project Manager, depending on experience), this role is key in delivering the redevelopment of Scott Base and in particular the Wind Farm which is scheduled for completion in 2027. A central feature of these responsibilities is the need to address the issues raised in the external review of the Wind Farm project (completed in early 2025), and to implement the recommended project improvements.

The role necessitates an experienced project professional who thrives in a complex, high-stakes, multi-stakeholder environment. Demonstratable leadership excellence, communication, and problem-solving skills and commitment to delivering a project of national significance – are key areas of success.

To fulfil the expectations of this role, it requires more than a highly qualified technical expert. An understanding of, and be experienced in, the broader challenges of delivering a major public sector project, is required. This includes managing issues of risk and assurance; ensuring there is transparent and effective Board and ministerial reporting; and taking accountability for financial and commercial matters.

The position is suited to someone who can operate confidently and independently in a demanding and technically challenging environment, with the ability to balance big-picture oversight with hands-on delivery responsibilities.

## Minimum Capability Necessary to Work to Role

Capability Area	Description
<b>Qualifications, Certificates and Memberships</b>	<ul style="list-style-type: none"><li>Relevant tertiary qualification (Engineering, Construction Management, Architecture, Project Management, or similar).</li></ul>
<b>Knowledge, Skills and Experience</b>	<ul style="list-style-type: none"><li>Demonstrated experience in managing or supporting significant construction projects through planning, design, procurement, and delivery phases.</li><li>Substantial experience in working on public projects and with public sector clients, Crown agencies, or major infrastructure delivery partners in New Zealand.</li><li>Exposure to international collaboration and stakeholder management would be an advantage.</li><li>Strong commercial acumen, contract management, and financial management skills.</li><li>Sound understanding of NZ public sector in general, and in particular, ministerial reporting; procurement; risk and assurance and other core government processes.</li></ul> <p><u>Senior Project Manager level appointment:</u></p> <ul style="list-style-type: none"><li>10+ years' experience in complex capital works delivery, ideally within government, infrastructure, or major building projects.</li><li>Proven ability to lead multi-disciplinary teams.</li><li>Experience working on remote, logistically challenging, or environmentally sensitive projects.</li><li>Familiarity with NZ Government Procurement Rules and large-scale project governance structures.</li></ul>



	<u>Project Manager level appointment:</u> <ul style="list-style-type: none"> <li>• 4+ years' experience supporting or managing design and construction projects.</li> <li>• Experience in project reporting, risk management, and contract administration.</li> </ul>
<b>Personal Attributes</b>	<ul style="list-style-type: none"> <li>• Excellent interpersonal, stakeholder engagement, and communication skills.</li> <li>• Strong leadership skills and the ability to bring people together toward a common goal.</li> <li>• Calm, pragmatic, and solutions-focused under pressure.</li> <li>• High level of integrity, professionalism, and resilience.</li> <li>• Ability to adapt to changing circumstances and think strategically.</li> <li>• Strong commitment to health, safety, environmental responsibility, and cultural values.</li> <li>• A sense of adventure and willingness to travel to Antarctica if required.</li> <li>• Understanding of and commitment to tikanga and Treaty of Waitangi principles.</li> </ul>

## Antarctica New Zealand Values

To honour our obligation to Antarctica:

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

## Role Authorisations

I confirm that this Role Description accurately describes the work of the Project Manager / Senior Project Manager – SBR Project.

\_\_\_\_\_  
Chief Executive

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Project Manager / Senior Project Manager – SBR Project.

\_\_\_\_\_  
Date