



Role Description

| | | | |
|-------------------------|---|----------------------------|---------------|
| Title | Field Support (Summer) | Incumbent | |
| Manager's Title | Programme Support Supervisor | Date of Last Review | February 2026 |
| Team | Programme Support | Location | Antarctica |
| Work Environment | This role will require the incumbent to travel to Antarctica for an extended period which requires 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 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.

Antarctica New Zealand operates in a hazardous environment. The management of safety and risk are critical to achieving the New Zealand Antarctic programme objectives. The highest standards of environmental care and responsibility are required in all tasks.

The Programme Support team are responsible for ensuring that all aviation and field activities are carried out safely in support of New Zealand's ongoing activities in Antarctica.

Our Goal for New Zealanders

New Zealand continues to play an influential role in the kaitiakitanga (guardianship) of Antarctica and the Southern Ocean as a natural resource devoted to peace and science.

Role Purpose

To coordinate logistics support (including helicopter and fixed wing transport) and the safe and efficient preparation and deployment of field resources for personnel operating from Scott Base, Antarctica.

Work of Role

- Coordination, preparation, issuing and maintenance of field equipment.
- Organising cargo into helicopter and fixed wing flight loads and completing associated documentation.
- Preparing, building and rigging helicopter sling loads for transport including in remote and isolated locations and in challenging conditions.
- Provides safety/toolbox briefings and manages the safe loading of personnel and equipment into helicopters/fixed wing aircraft. This includes preparing flight loads, handling of hazardous items, and 'sensitive' cargo (e.g. ice cores).
- Supporting aircraft operations in remote isolated locations including loading, refueling and radio communications.



- Provides support in the field to events (i.e. establish camps, field travel to/from sites, field camp audits).
- Undertakes dynamic risk assessment in remote locations.
- Fulfil accountabilities as documented in the Health, Safety and Environmental Management Systems including proactive management of risks and resources to prevent harm.
- Responsible for maintaining best practice safety standards and a supportive customer service attitude to visiting personnel across all interactions – resource coordination, science event preparation etc.
- Maintains safe and tidy work areas of the Hillary Field Centre and Scott Base helicopter operating area.
- Assists Field Trainers to maintain local travel and recreational routes.
- Maintains inventories of field food and field equipment. Identifies requirements and follows the procurement process for replacements as necessary. Checks and advises on procurement requirements.
- Demonstrate a high level of support to all personnel at Scott Base.
- Contributes to creating high performing functional and cross-functional teams by way of "Team Process" model.
- Proactively contributes to the overall base community.
- Rostered duties on the Scott Base Fire SAR team and other base tasks as required.
- Fulfil accountabilities as described in the Information and Records Management Policy for creating and centrally storing accurate and complete records of business activities.
- Identify opportunities for process or system improvement and communicate these to the Programme Support Supervisor.
- Any other tasks assigned by the Programme Support Supervisor or Scott Base Leadership Team.

Key Challenges

- Living and working in a small, remote community for up to 6 months.
- Ability to maintain a positive outlook while under pressure and responding to rapidly changing priorities and variable work hours.
- Maintaining motivation and work quality (including repetitive tasks) 6 days a week for up to 6 months. This may include proactively seeking work during quieter periods.
- Managing shift work – including working when other staff have rostered time off and maximising time off while other staff are working.
- Maintaining professionalism and high standards when under operational pressures.
- Maintaining good interpersonal communication skills and a 'can-do' attitude to ensure visiting events are supported. This includes maintaining relationships with science personnel who may have different priorities.
- Resilience to living in a small communal environment for up to 6 months (e.g. shared rooms, communal bathrooms etc.).
- The location and role may place pressure on the physical and mental well-being of the incumbent (e.g. at times long work hours, 24-hour daylight); the incumbent's family and other close relationships.

Key Functional Relationships

| | |
|-----------------|--|
| Internal | <ul style="list-style-type: none">• Programme Support Supervisor• Scott Base Leadership Team• Field Safety Lead• Operations Solutions Manager |
|-----------------|--|



| | |
|-----------------|--|
| | <ul style="list-style-type: none"> • Delivery Manager • Scott Base staff |
| External | <ul style="list-style-type: none"> • Visiting event personnel at Scott Base • United States Antarctic Programme Personnel • Other National Antarctic Programmes (Italy, Korea etc.) |

Minimum Capability Necessary to Work to Role

| Capability Area | Description |
|---|---|
| Qualifications, Certificates and Memberships | <ul style="list-style-type: none"> • Hold NZOIA Alpine 1 and/or NZMGA Hard Ice Guide and /or NZ Ski Patrol and/ or IRATA qualifications or equivalent experience. • Have current advanced level first aid qualification (Prehospital Trauma Life Support or equivalent) • Hold current full Class 1 New Zealand driver licence and is an experienced user of manual vehicles. • Be certified as 'medically fit' by Antarctica New Zealand's Medical Assessor. |
| Knowledge, Skills and Experience | <ul style="list-style-type: none"> • A minimum of 3 – 5 years operational experience working around helicopters and/or fixed wing aircraft. • Leadership experience and currency working in outdoor safety roles (i.e. mountaineering, tramping, skiing) preferably in alpine/cold weather environments. • Ability to prepare field equipment and build and coordinate sling/flight loads including in remote locations. • Manage the safe loading of personnel and equipment into helicopters and fixed wing aircraft, provide safety briefings and complete associated documentation. • Experience leading and managing groups in the outdoors. • Demonstrates the ability to operate flexibly and adapt to rapidly changing work priorities. • Currency within professional SAR mountain rescue techniques • Experience with Basecamp/QGIS and Satellite navigation systems • Confident communicator and must be able to communicate critical issues ahead of time before they become an issue. • Demonstrates current knowledge in maintaining, repairing and sewing field equipment (i.e. tents and stoves). • Possess effective time management, planning and computer literacy skills (MS Outlook, Word and Excel). • Understanding of and commitment to tikanga and Te Tiriti o Waitangi (Treaty of Waitangi) principles. |
| Judgement, Temperament and Influence | <ul style="list-style-type: none"> • Demonstrates the ability to plan and work efficiently under pressure to deliver critical outcomes. • Ability to foster positive working relationships with a range of personalities. • Ability to maintain a positive outlook while under pressure and responding to rapidly changing priorities. |



| | |
|--|--|
| | <ul style="list-style-type: none">• Possess the personal qualities required to fit in socially and professionally with a diverse range of people.• Ability to work effectively independently without direct supervision as well as in team environments.• Have excellent communication skills and a customer service attitude to ensure visiting events are supported.• Have the ability to positively accept/provide feedback. |
|--|--|

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

Role Authorisations

I confirm that this Role Description accurately describes the work of the Field Support (Summer):

Operations Delivery Manager

Date

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

Field Support (Summer)

Date