



Role Description

Title	Helicopter Ground Crew	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 a 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 reserve devoted to peace and science.

Role Purpose

To support safe and efficient helicopter and fixed wing operations in Antarctica. The role involves preparing manifests, loads and passengers for flight – ensuring compliance with safety standards.

Work of Role

Aircraft Preparation

- 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.
- Supporting aircraft operations in remote isolated locations including loading, and radio communications.

Safety Compliance



- Provide 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).
- Provide updates on weather, airfield conditions and other factors impacting operations.
- Monitor and enforce safety procedures on the ground to prevent accidents.
- Conduct regular checks of ground equipment to ensure proper function and maintenance.
- Maintain a safe distance between personnel, equipment, and helicopters during ground operations.
- Respond to emergencies and assist with evacuation procedures when necessary.
- Fulfil accountabilities as documented in the Health, Safety and Environmental Management Systems including proactive management of risks and resources to prevent harm.

Other Duties

- Responsible for maintaining best practice safety standards and a supportive customer service to visiting personnel across all interactions – resource coordination, science event preparation etc.
- Maintenance of safe and tidy work areas of the Hillary Field Centre and Scott Base helicopter operating area.
- Contribute to creating high performing functional and cross-functional teams by way of "Team Process" model.
- Proactively contribute to the overall base community.
- Rostered duties on the Scott Base Fire 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.
- Maintaining professionalism and high standards when under operational pressures.
- Working outdoors including in challenging weather conditions and with exposure to loud noise levels.
- 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
-----------------	--



	<ul style="list-style-type: none"> • Scott Base Leadership Team • Field Safety Lead • Operations Solutions Manager • Delivery Manager • Scott Base staff
External	<ul style="list-style-type: none"> • Visiting event personnel at Scott Base

Minimum Capability Necessary to Work to Role

Capability Area	Description
Qualifications, Certificates and Memberships	<ul style="list-style-type: none"> • Ground crew or aviation safety training certifications. • Experience with ground-handling equipment and vehicles. • Current first aid qualification • Hold a current full Class 1 New Zealand driver licence and is an experienced user of manual vehicles. • Current Forklift/ Telehandler Operators certification is desirable. • 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 years operational experience working around helicopters and/or fixed wing aircraft. • Knowledge of ground handling procedures and safety protocols. • Ability to prepare field equipment and build and coordinate sling/flight loads including in remote locations. • Communication skills - clear and effective verbal communication with team members and pilots. • Manage the safe loading of personnel and equipment into helicopters and fixed wing aircraft, provide safety briefings and complete associated documentation. • Demonstrates the ability to operate flexibly and adapt to rapidly changing work priorities. • Confident communicator and must be able to communicate critical issues ahead of time before they become an issue. • 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"> • Proven ability to plan and work efficiently under pressure to deliver critical outcomes and manage change in plans is essential. • 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. • Possess the personal qualities required to fit in socially and professionally with a diverse range of people.



	<ul style="list-style-type: none">• Physical fitness - ability to perform physically demanding tasks, including lifting heavy objects and working in various weather conditions.• Attention to detail - strong focus on safety and accuracy in handling equipment and operations.• Ability to work effectively independently without direct supervision as well as in team environments.• 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 Helicopter Ground Crew

Operations Delivery Manager

Date

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

Helicopter Ground Crew

Date