



Role Description

Title	Scott Base Summer Leader	Incumbent	
Manager's Title	Operations Delivery Manager	Date of Last Review	February 2026
Team	Operations	Location	Antarctica
Direct Reports	Scott Base Leadership Team Lead Domestic Lead Chef Medic Shop and Bar Manager	Work Environment	Travel to Antarctica 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 where leadership and the management of safety and risk are critical. Scott Base functions best with an aligned, enabled and empowered Scott Base Leadership Team (SBLT) – made up of the Programme Support Supervisor (Field Operations), Engineering Supervisor and Scott Base Redevelopment Supervisor.

This fixed term role to assist with specific work that occurs within the Antarctic summer season at Scott Base.

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

Provide effective operational leadership to the Scott Base Leadership team. Support the team to collectively establish the desired culture at Scott Base; ensure the planned science, Scott Base Redevelopment and contractor-led activities are delivered safely and effectively and ensure the welfare of the personnel throughout the summer season.



Work of Role

Leadership

- Responsible for on-ice leadership of all Scott Base staff, contractors, visitors and events over the summer operational period. This includes establishing and maintaining the desired culture and upholding organisational policies and values.
- Manage resources appropriately to ensure that all scheduled activities for the 2026/27 summer season are completed safely.
- Ensure the physical and psychological health and wellbeing of the Scott Base Community, through setting clear expectations for behaviour and monitoring compliance.
- Lead, support and enable the Scott Base Leadership Team (SBLT), to effectively manage their functional areas and their direct reports.
- Promote consultative decisions and involve the SBLT in making decisions impacting the programme and/or community, escalating to the Operations Delivery Manager and Senior Leadership Team as required.
- Provide on-ice leadership, including providing informal and formal performance (PPR) related feedback to direct reports.
- Lead or assist members of the SBLT, with monitoring performance and providing feedback through Personal Performance Reviews (PPRs) of their teams.
- Lead the investigation and management of situations where an individual's performance or behaviour may be considered as unsatisfactory.
- Provide continuity of leadership to Scott Base for the duration of the summer (September to February), while some members of the SBLT change out. Assist with onboarding the Winter Base Leader.
- Responsible for on-ice leadership of the Base Services Team (Kitchen/Domestic/Medical/Shop/Bar) regarding hospitality services, (accommodation, nutrition, cleaning and shop/bar) and provision of medical advice and treatment, ensuring standards are in line with legislation.
- Co-ordination of inventory management and procurement of base supplies (including food, cleaning, medical, recreation and stationery) with oversight from Base Services Manager.
- Management of Base Services works programme and ensures all aspects are performed safely and sustainably.

Programme Management

- Ensure all aspects of Scott Base operations are performed safely and sustainably.
- Monitor critical issues related to the delivery of the Antarctic Programme and promptly advise of potential risks or variances from the plan unable to be resolved locally.
- Facilitate the 'Event Manager In-Brief' and 'Departure-Brief' processes, along with the Operations Scheduler – collating and actioning feedback provided.
- Fulfil the rostered role of Duty Supervisor, as required by the Duty Supervisor roster, which includes:
 - Lead and/or support incident response using our Coordinated Incident Management System (CIMS)
 - Liaison with McMurdo Station
 - Perform as the Incident Controller during Fire Response
 - Assess weather conditions and communicate appropriate restrictions.

Health, Safety and Environmental Management

- Work within the Antarctica New Zealand Health, Safety and Environmental Management system to proactively manage risks and resources to prevent harm.
- Ensure all activities are undertaken safely and all programme participants, contractors and staff understand their individual health and safety responsibilities.



- Lead and champion the Health, Safety and Environment (HSE) system and culture.
- Ensure the wellbeing of the Scott Base Community is maintained, including adequate social and recreational opportunities are available.
- Act as the initial assessor for all Scott Base HSE reports and administer the HSE reporting system.
- Lead or support HSE investigations, and champion HSE improvement initiatives.
- Ensure field audits are carried out to a high standard across the season.
- Work within the environmental requirements of the Antarctic Treaty System to ensure Antarctica New Zealand undertakes activities in accordance with requirements, using internal expertise to inform and direct.

Coordination Activities

- Represent Antarctica New Zealand in developing and maintaining effective relationships with stakeholders, including other National Antarctic Programmes and construction partners.
- Liaise with the Senior National Officer from New Zealand Defence Force, on matters affecting both parties.
- Coordinate the US Inter-Agency Support Request process during the season for SBR and general operations, informing the Operations Delivery Manager of issues.
- Coordinate ENEA / Italy Inter-Agency Requests during the season and be a point of contact within the season for requests from Italy for support.
- Lead the weekly Scott Base and McMurdo Station leadership meeting.
- Coordinate internal communications between Scott Base and the Christchurch office, including required reports and updates to the Senior Leadership Team.
- Coordinate media interactions at Scott Base, in accordance with media policies and communications plans, and through the communications team based in Christchurch.
- Act as the point of contact for SAR response in the Ross Sea Region for joint SAR responses with USAP, or when tasked by the Rescue Coordination Centre New Zealand (following a period of training if required).
- Coordinate base functions including special events, visits, administration and base-wide communications.

Other tasks

- Acts as the Justice of the Peace for the Ross Dependency (support provided to gain JP status and for required activities).
- Fulfil responsibilities as documented in the Information and Records Management Policy, by creating and keeping accurate and complete records of all business activities.
- Any other tasks as assigned by the Operations Delivery Manager or CEO.

Key Challenges

- Supporting the Scott Base Leadership team to establish a cohesive team, made up of individuals from varied backgrounds and employed by a number of entities.
- Ensuring all Scott Base personnel maintain a consistent standard and approach throughout the summer period – particularly with respect to Health, Safety and Environment, interpersonal interactions and community living.
- Maintaining strong, active communication link with Christchurch based employees including making good use of expertise remotely.
- Managing emerging risks in a pragmatic, deliberate manner. These will be varied and may include relationship issues causing community disharmony; overt disrespect of organisational values including Health, Safety and Environment; or staff motivation issues; incident management etc.
- Understanding implications of having a team working under a construction contract.



- Engaging with other National Antarctic Programmes – particularly the United States Antarctic Program at the neighbouring McMurdo station.
- Representing the New Zealand Government, ensuring the New Zealand Antarctic programme’s compliance with applicable laws and regulations in Antarctica.
- Living and working at Scott Base for an extended period, while managing the wellbeing of yourself and others.

Key Functional Relationships

Internal	<ul style="list-style-type: none"> • Operations Delivery Manager • Scott Base Leadership team • Base Services Manager • Senior National Officer (NZDF) • Antarctica New Zealand Senior Leadership Team • Health and Safety and Risk Manager • Environmental Manager
External	<ul style="list-style-type: none"> • Event personnel and contractors • United States Antarctic Program • ENEA - Italian Antarctic Program • Other Antarctic Programme operational staff • Non-Government Organisations (Tourism NGO’s)

Minimum Capability Necessary to Work to Role

Capability Area	Description
Qualifications, Certificates and Memberships	<ul style="list-style-type: none"> • Current Class 1 Driver’s Licence • Current First Aid Certificate (US6401/6402) • Health & Safety Rep Initial Training (or equivalent) • Justice of the Peace (this will be arranged for the successful candidate following selection)
Knowledge, Skills and Experience	<ul style="list-style-type: none"> • At least 5 years operational leadership experience preferably in remote, and/or challenging environments • Demonstrated experience in establishing and maintaining collaborative teams • Significant experience in assessing and managing risk, in a dynamic environment • Demonstrated effective oral and written communication skills • Understanding of and commitment to tikanga and Te Tiriti o Waitangi (Treaty of Waitangi) principles • Ability to establish and maintain relationships at all levels.
Judgement, Temperament and Influence	<ul style="list-style-type: none"> • Self-motivated and able to proactively manage own stress levels and those of others • Confronts issues and persists to resolve them • Able to remain calm and logical in difficult situations



	<ul style="list-style-type: none">• Able to earn respect and influence a diverse range of stakeholders• Courage to make difficult decisions that may impact individuals and teams adversely
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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

Role Authorisations

I confirm that this Role Description accurately describes the work of the Scott Base Leader – Summer:

Operations Delivery Manager

Date

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

Scott Base Summer Leader

Date