



## Role Description

<b>Title</b>	Antarctic Operations Planner	<b>Incumbent</b>	
<b>Manager's Title</b>	Operations Delivery Manager	<b>Date of Last Review</b>	February 2026
<b>Team</b>	Operations	<b>Geographical Location</b>	Christchurch and Antarctica
<b>Direct Reports</b>	None	<b>Work Environment</b>	Office based Travel to Antarctica is part of this role 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 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 Operations Team have an important role in the planning and safe delivery of operational activities at Scott Base. As well as supporting the ambition of the New Zealand Antarctic science community, the Operations Team helps enable the delivery of Scott Base Redevelopment (SBR) project, which will see the existing Scott Base replaced with a fit-for-purpose science and logistics facilities.

## Business Unit Purpose

The Operations Team is responsible for planning, managing and delivering Antarctica New Zealand's annual programme plan. This involves working closely with Event Managers to plan, resource and execute safe and successful event plans, including the movement of people and cargo to Antarctica and into the field.

In addition, the team oversees the operational management of Scott Base, providing day-to-day leadership and ensuring all programme participants meet organisational standards and follow established systems.

## Role Purpose

This role supports the safe and effective delivery of Antarctic science and heritage work through rigorous planning and the disciplined execution of operations. It ensures the highest environmental standards are upheld while balancing operational requirements within constrained resources. The position would include deployment to Scott Base in a leadership role.

## Work of Role

### Health, Safety and Environment

- Recognise and adhere to the Health & Safety and Environmental management systems.
- Champion hazard identification and risk management processes.
- Plan all Antarctic events/projects considering inherent and emerging risks and constraints. Review and maintain project specific risk documentation as required.



- Work to ensure events are effectively planned to allow the safe delivery of objectives. This includes ensuring operational practices and compliance needs are met across all areas and regularly reviewed and documented.
- Support the Site Assessment Group to implement the Antarctica NZ event risk criteria assessment.
- Ensure operational SOPs are annually reviewed and maintained.
- Plan field work to be carried out in accordance with ANTNZ operational procedures. Monitor this delivery onsite where possible.
- Investigate HSE reports as required.
- Any other tasks as documented in the Health and Safety and Environmental Management systems

#### **Event Planning**

- Act as the Event Planner for specified events/projects. This includes being an active participant in the event planning processes and leading the request, coordination and review of inputs.
- Support the optimisation of field event resourcing and logistics interdependencies.
- Liaise with Event Managers, Universities and/or parent institutes to understand planning priorities, safety planning and risk mitigation.
- Support with the annual risk assessment process related to field events and communicate necessary mitigations required to all parties involved including external stakeholders.
- Contribute to the Support Level Agreement Process run by Operations Support.
- Support with any other tasks associated with the wider event planning process as required.

#### **Training and Recruitment**

- Support the annual recruitment process for the Scott Base Programme Support Team
- Support the annual planning and delivery of the pre-season and on-ice training for Scott Base staff, specifically for the Programme Support team to ensure they have the skills and competencies required for safe operations in Antarctica.
- Lead SERE staff recruitment and program management for the RNZAF Survival Training School at Whakapapa.
- Identify opportunities for the field team for development, ongoing training and mentoring.

#### **Leadership**

- Act as member of the Scott Base Leadership Team on ice for a minimum period of three months as required across the Antarctic summer season.
- This would include:
  - Leading the Scott Base Programme Support team to deliver the season plan and event objectives safely.
  - Being the point of contact for the NZ component of the Joint Search and Rescue team.
  - Monitoring and reviewing staff performance including behavioural issues as required.
  - Uphold organisational policies, demonstrate high standards of professionalism and role model the values of the organisation.
  - Make decisions around overall station welfare, operations and safety
  - Work collaboratively with the Scott Base Leadership Team to provide coordinated leadership for the Scott Base community, including staff, contractors, event personnel and visitors.
  - Participate as an active Scott Base member of IMT for Coordinated Incident Management Systems (CIMS) responses and fulfil on-call duty roles in Antarctica.
  - Works collaboratively with other National Antarctic Programme counterparts to identify opportunities for optimum use of assets supporting field events.

#### **Other Tasks**

- Maintain effective working relationships with National Antarctic Programme partners.
- 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 Operations Delivery Manager or CEO.

## Key challenges

- Ensuring the organisational health and safety, and environmental objectives are embedded in all planning and activities at Scott Base and in the field.
- Ensuring a high level of operational discipline and adherence to timelines is maintained throughout event planning, execution and review processes.
- Supporting the delivery of complex projects on time and within resource constraints in remote locations.
- Managing stakeholder's expectations to achieve their planned objectives within the annual seasonal programme.
- Coordinating resource support from other National Antarctic Programs.
- Annually supporting the recruitment and training of a high performing field team.
- Living and working at Scott Base in a leadership role.

## Key functional relationships

<b>Internal</b>	<ul style="list-style-type: none"> <li>• Operations Team</li> <li>• Scott Base Leadership Team</li> <li>• Health and Safety, Risk, and Environmental Managers</li> <li>• Antarctic Infrastructure Team</li> <li>• Senior National Officer</li> <li>• Internal Event Managers</li> </ul>
<b>External</b>	<ul style="list-style-type: none"> <li>• Other National Antarctic Programme planning/operational personnel</li> <li>• University and Crown agency personnel</li> <li>• New Zealand Defence Force Antarctic Science Platform personnel</li> <li>• NZ SAR community</li> <li>• Event Leaders and personnel</li> </ul>

## Minimum Capability Necessary to Work in Role

Capability area	Description
<b>Qualifications, Certificates and Memberships</b>	<ul style="list-style-type: none"> <li>• Degree or Diploma qualified or equivalent experience</li> <li>• Hold a current advanced level first aid qualification (PHEC or equivalent)</li> <li>• Hold a current full New Zealand Class 1 driver licence and is an experienced user of manual vehicles</li> </ul>
<b>Knowledge, Skills and Experience</b>	<ul style="list-style-type: none"> <li>• Project management experience including managing budgets, resources, personnel and risk</li> <li>• Proven field and logistics planning experience in Antarctica and/or remote locations would be an advantage</li> <li>• Staff management and team leadership experience</li> <li>• Minimum of three years operational leadership experience in outdoor instruction/management and/or guiding environments.</li> <li>• Preferably an understanding of Search and Rescue principles and mountain rescue techniques</li> <li>• Preferably knowledge and experience in HSE investigation methodology</li> <li>• Ability and flexibility to adapt to rapidly changing work priorities.</li> </ul>



	<ul style="list-style-type: none"><li>• Exceptional planning and organisational skills with a strong attention to detail in data collection and reporting.</li><li>• Effective written and verbal communication skills</li><li>• Computer literate, e.g. Word, Excel, MS Project and Asset Management Systems.</li><li>• Understanding of and commitment to tikanga and Treaty of Waitangi principles.</li></ul>
<b>Judgement, Temperament and Influence</b>	<ul style="list-style-type: none"><li>• Ability to develop strong relationships stakeholders.</li><li>• Possess the personal qualities required to fit in socially and professionally with a diverse range of people.</li><li>• Confident communicator and must be able to communicate critical issues ahead of time before they become an issue.</li><li>• Demonstrates the ability to plan and work efficiently under pressure to deliver critical outcomes.</li><li>• Ability to work effectively independently without direct supervision as well as in team environments.</li><li>• Have excellent communication skills.</li><li>• Demonstrate an ability to learn, even from difficult situations.</li></ul>



**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 Antarctic Operations Planner

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Operations Delivery Manager

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Date

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

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Antarctic Operations Planner

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Date