



## Role Description

<b>Title</b>	Operations Scheduler	<b>Incumbent</b>	
<b>Manager's Title</b>	Programme Support Supervisor	<b>Date of Last Review</b>	February 2026
<b>Team</b>	Programme Support	<b>Location</b>	Antarctica
<b>Work Environment</b>	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

The Operations Scheduler provides detailed planning, scheduling and coordination of helicopter and fixed wing assets and field resources to deliver the Antarctic season plan. The role is also responsible for accurate and timely information being communicated to a wide range of programme personnel and stakeholders.

### Work of Role

- Coordinates and optimises helicopter and fixed wing logistics, scheduling and flight planning.
- Regularly updates the planned schedule throughout the summer season using Antarctica New Zealand's reporting and database tools (EMPEROR, Smart Asset).
- Maintains an overview of resource constraints and communicates any potential impacts on the safe delivery of the Antarctic season plan.
- Leads and coordinates weekly planning meetings to ensure a clear overview of operational requirements is maintained with the Scott Base Leadership Team and Christchurch Logistics Manager.



- Communicates any on-site support requests from event personnel and Scott Base personnel to the Scott Base Leadership Team.
- Coordinates the communication of information to and from field parties.
- Fulfil accountabilities as documented in the Health, Safety and Environmental Management Systems including proactive management of risks and resources to prevent harm.
- Maintains professional relationships with colleagues in the US and other National Antarctic Programmes.
- Coordinates annual seasonal compliance and reporting requirements with the Programme Support Supervisor and maintains role specific documentation.
- Contributes to creating and maintaining a high performing functional team and wider cross-functional teams by way of our "Team Process" model.
- Proactively contribute to the overall base community.
- Rostered duties on the Scott Base Fire Crew 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 your own 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.
- Resilient to living in a small communal environment for up to 6 months (e.g. shared bunk 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/darkness); the incumbent's family and other close relationships.

### Key Functional Relationships

<b>Internal</b>	<ul style="list-style-type: none"> <li>• Programme Support Supervisor</li> <li>• Logistics Manager</li> <li>• Scott Base Leadership Team</li> <li>• Field Safety Lead</li> <li>• Operations Solutions Manager</li> <li>• Delivery Manager</li> <li>• Scott Base staff</li> </ul>
<b>External</b>	<ul style="list-style-type: none"> <li>• Event personnel visiting Scott Base</li> </ul>



	<ul style="list-style-type: none"><li>• United States Antarctic Personnel – US Helicopter/Fixed Wing</li><li>• Other National Antarctic Programmes (e.g. Italy, Korea etc.)</li></ul>
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### Minimum Capability Necessary to Work to Role

Capability Area	Description
<b>Qualifications, Certificates and Memberships</b>	<ul style="list-style-type: none"><li>• Holds Operations Management, Scheduling or Project Management qualification or equivalent experience.</li><li>• Hold a current First Aid qualification (Unit Standard 6401, 6402).</li><li>• Hold a current NZ full class 1 driver licence and is an experienced user of manual vehicles.</li><li>• Be certified as 'medically fit' by Antarctica New Zealand's Medical Assessor.</li></ul>
<b>Knowledge, Skills and Experience</b>	<ul style="list-style-type: none"><li>• Experience working with National Antarctic Programmes at an operational level is highly desirable</li><li>• Operational leadership experience in Antarctica and/or the Aviation industry would be an advantage.</li><li>• Logistics experience managing operations in remote locations.</li><li>• Other relevant experience in operations/scheduling/logistics.</li><li>• Understanding of and commitment to tikanga and Te Tiriti o Waitangi (Treaty of Waitangi) principles</li><li>• Demonstrates the ability and flexibility to adapt to rapidly changing work priorities.</li><li>• Possess effective time management, planning and excellent computer literacy (MS Outlook, Word and Excel).</li></ul>
<b>Judgement, Temperament and Influence</b>	<ul style="list-style-type: none"><li>• Demonstrates the ability to plan and work efficiently under pressure to deliver critical outcomes.</li><li>• Ability to foster positive working relationships with a range of personalities.</li><li>• Ability to maintain a positive outlook while under pressure and responding to rapidly changing priorities.</li><li>• Possess the personal qualities required to fit in socially and professionally with a diverse range of people.</li><li>• Ability to work effectively independently without direct supervision as well as in team environments.</li><li>• Have excellent communication skills and a customer service attitude to ensure visiting events are supported.</li><li>• Ability to positively accept/provide feedback.</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 Operations Scheduler:

\_\_\_\_\_  
Operations Delivery Manager

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Operations Scheduler

\_\_\_\_\_  
Date