



Role Description

Title	Science Planning Lead	Incumbent	N/A
Manager's Title	GM Science / Operations Delivery Manager	Date of Last Review	April 2026
Team	Science/Operations	Geographical Location	Christchurch, office based Travel to Antarctica may be part of this role, which requires medical clearance.
Direct Reports	None	FTE	Permanent, 1 FTE

Organisational Context

Antarctica New Zealand is the government agency responsible for carrying out New Zealand's activities in Antarctica, supporting world leading science and environmental protection. Our vision is: Antarctica and the Southern Ocean – valued, protected, understood.

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. Our Goal is to continue to play an influential role in the kaitiakitanga (stewardship) of Antarctica and the Southern Ocean as a natural reserve devoted to peace and science.

Business Unit and Role Purpose

Te Antarctica New Zealand Science Team delivers a high-quality, internationally recognised Antarctic science programme in partnership with the Operations Team at Scott Base. The programme supports New Zealand's obligations and priorities under the Antarctic Treaty System, informs policy, and connects science with end users.

This role supports the effective planning and delivery of the science programme by coordinating field planning with the scientific community, clearly communicating requirements to the Operations Team, and integrating the Antarctic Science Platform into the wider national research programme and a 4–5 year long-term plan.

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



Work of Role

Science Programme Planning, Delivery and Review

- Leads and coordinates the review of Logistics Support Requests to identify risks and opportunities ahead of finalising science project support.
- Leads the integration of Antarctic Science Platform fieldwork into existing Antarctica New Zealand frameworks.
- Supports event planning and management, including transitioning from long-term science planning to detailed near-season planning.
- Supports science field reporting and metadata processes.
- Provides redundant “super-user” capability with bespoke event-planning and scheduling software tools to enable effective coordination of Event Planning and delivery processes. This includes creating all new events in Emperor and entering Logistics Support information as required.

Stakeholder Liaison and Relationship Management

- Develops and maintains effective working relationships with researchers and key research stakeholders.
- Works with the Antarctic research community to prepare Event Project Plans, including the rationalisation of field plans within established planning timelines to ensure event objectives are achievable and supportable prior to successful funding and acceptance to Antarctica New Zealand planning processes.
- Consults regularly with the Operations Team to ensure the long-term science plan aligns with requirements for near-season implementation.
- Supports Chief Science Advisor in developing a more sustainable funding support model for the research community.

Long-term Planning

- Leads the long-term planning process, producing a 3–5-year plan that incorporates long-term science projects and Antarctic Science Platform research, aligned with Scott Base Redevelopment plans and other annual operational activities.
- Develops a long-term view of science support requirements to inform organisational strategic planning across all Scott Base delivery areas.
- Coordinates strategic oversight of the long-term plan and advises on logistical and resource needs, including bulk cargo, transport platforms, fuel, traverse requirements, staffing, and support from other National Antarctic Programmes.

Contribution to Science Team and Operations Teams

- Contributes to the development of science strategy.
- Shares relevant science information and updates across Antarctica New Zealand teams.
- Supports delivery of the biannual New Zealand Antarctic Science Conference.
- Participates in Science Team and Operations Team meetings.

Other Tasks

- Fulfil accountabilities as documented in the Health, Safety and Environmental Management Systems including proactive management of risks and resources to prevent harm.
- Complies with the Information and Records Management Policy by creating and centrally storing accurate, complete records of all business activities.
- Be up-to-date with Antarctic research developments, as relevant to the New Zealand Antarctic Programme.



- Coordinate the development of the long-term event prioritisation process.
- Any other task assigned by the GM Science or Operations Delivery Manager.

Key Functional Relationships

Internal	<ul style="list-style-type: none"> • Chief Science Advisor/GM Science • Senior Science Programme Advisor and Science Team • Antarctic Science Platform Leadership Team • Operations Delivery Manager and Operations Team • Event Planning Team
External	<ul style="list-style-type: none"> • New Zealand Antarctic research community • Antarctic Science Platform researchers • Other national Antarctic agencies as required

Minimum Capability Necessary to Work in Role

Capability area	Description
Qualifications, Certificates and Memberships	University degree in a science discipline; Postgraduate degrees in a relevant science discipline or prior experience in interdisciplinary research support advantageous.
Knowledge, Skills and Experience	<ul style="list-style-type: none"> • Demonstrated interdisciplinary science literacy • Antarctic field research experience • Excellent written and verbal communication skills • An understanding of the New Zealand public sector, academia and science funding systems • Project management experience • Strong organisational skills • Ability to work independently • Excellent networking, influencing and relationship management skills • Understanding of and commitment to tikanga and Treaty of Waitangi principles • Excellent time management skills • Data management experience • Commitment to ensuring the wellbeing and safety of yourself and others
Judgement, temperament and Influence	<ul style="list-style-type: none"> • Able to earn respect of peers and stakeholders • Effective interpersonal skills • Confronts issues and persists to resolve them • Professional manner and positive attitude