



## Role Description

<b>Title</b>	Reporting and Data Advisor	<b>Incumbent</b>	Vacant
<b>Reports To</b>	General Manager Policy and Environment	<b>Date Last Review</b>	March 2026
<b>Team</b>	Policy and Environment	<b>Location</b>	Christchurch
<b>Direct Reports</b>	None	<b>Work Environment</b>	Office-based Travel to Antarctica or overseas may be required. Trips to Antarctica will require 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 vision is Antarctica New Zealand is regarded a global leader and trusted partner, striving to value, protect and understand Antarctica and the Southern Ocean.

We **value** the intrinsic and scientific values of Antarctica, and the governance provided through the Antarctic Treaty System, to ensure Antarctica's future as a natural reserve devoted to peace and science is enduring; **protect** Antarctica to the highest international standard through our efforts to minimise environmental impact, leadership in protected area management and support for the conservation of human heritage in the Ross Sea region; and **understand** that Antarctic and the Southern Ocean are fundamental drivers of the global climate system. Scientific research improves our capability to detect, predict and adapt to changing conditions and provide evidence to support environmental management and policy decisions.

The organisation meets this vision through four strategic priorities:

- Maintaining a continuous and effective presence in Antarctica
- Enhancing Antarctic and Southern Ocean science outcomes and impacts
- Building and strengthening Antarctic relationships to advance New Zealand's strategic interests
- Protecting Antarctic and Southern Ocean environments.

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.

Antarctica New Zealand has focused on science and environmental leadership in Antarctica as a key strategic goal to maintain New Zealand's ongoing international influence. New Zealand has made a strong commitment to the conservation of the intrinsic and wilderness values of Antarctica and the Southern Ocean through active and responsible environmental stewardship. Seeking increased protection while reducing our environmental footprint in Antarctica and promoting a high level of environmental awareness and commitment among all New Zealand Antarctic programme participants remains a key goal for Antarctica New Zealand. These challenges will be met within the context of the New Zealand Antarctic Institute Act 1996, the *New Zealand's Statement of Commitment to Antarctica and the Southern Ocean*, the Antarctic (Environmental Protection) Act 1994 and the relevant instruments of the Antarctic Treaty System.

### Business Unit Purpose

The Policy and Environment team supports New Zealand's strategic interests in Antarctica and strengthens New Zealand's policy leadership in the Antarctic Treaty System by playing a leading role in managing the Antarctic and Southern Ocean environment, understanding pressures and impacts on associated



ecosystems, and identifying management and policy responses by working closely with the science community.

The team leads and oversees the implementation and continual improvement of the organisation's Environmental Management System. They are accountable for ensuring that environmental risks are identified and works cross functionally to work with others to mitigate and control these risks.

Additionally, the team provides accurate and timely policy advice to the Ministry of Foreign Affairs and Trade, and other stakeholders and meets all government reporting requirements.

## Role Purpose

- Facilitate the process for Government entities reporting requirements to meet Board and statutory requirements by coordinating internal contributors to deliver accurate, transparent, and timely reporting to the Ministry, our Minister and Parliament.
- Lead responses to Official Information Act requests within defined timeframes.
- Develop environmental data management plans, maintain datasets and support performance reporting.
- Support the development of tools or processes to effectively track the state of the Antarctic environment.
- Provide technical and policy advice support to internal and external stakeholders, including the Scott Base Redevelopment, to support New Zealand's leadership and influential role in Antarctic affairs.

## Work of Role

### Government Reporting

- Review, coordinate and oversee the reporting against the organisation's Statement of Intent (SOI) and the annual Statement of Performance Expectations (SPE) and four monthly Minister Report (against the SPE) by assigning work to relevant teams ensuring clear timelines, responsibilities and quality standards are met and performance measures meet audit and Treasury expectations.
- Provide leadership on quality assurance of the SOI and SPE by ensuring content is evidence-based, accessible, and aligned to statutory requirements.
- Task and guide teams to provide accurate, clear and timebound inputs.
- Support the integration between SPE content, financial planning, and the SOI.
- Support audit readiness, ensuring teams have credible data sources and evidence trails.
- Maintain a forward work plan and ensure teams deliver timely, accurate contributions.

### Select Committee

- Lead the coordination of the annual Select Committee questions, assigning tasks to appropriate teams.
- Provide expectations, templates, and guidance to ensure responses are accurate, defensible, and consistent with organisational positions.
- Oversee preparation of committee briefing packs, anticipated questions, and talking points for senior leaders.
- Ensure timely follow-up on post-hearing actions and commitments, coordinating with cross-agency partners as required.

### Written Parliamentary Questions (WPQs)

- Manage a structured system for receiving, allocating, and tracking WPQs across the organisation.
- Provide expectations and guidance on drafting quality, accuracy, and compliance.
- Coordinate cross-team contributions for complex or sensitive questions.
- Lead quality assurance to ensure responses are consistent, precise, and defensible.
- Identify high-risk questions early and coordinate with senior leaders.
- Maintain oversight of trends and themes to support proactive risk management.

### Official Information Act (OIA)

- Oversee the end-to-end OIA process, ensuring requests are logged, triaged, allocated, and tracked against statutory deadlines. Provide guidance and expectations to teams on requirements, exemptions, consultation obligations, and quality standards.



- Coordinate inputs from business units, ensuring responses are accurate, complete, and legally compliant.
- Lead quality assurance, including review of redactions, decision rationales, and consistency with organisational positions.
- Identify and escalate high-risk or sensitive requests early, coordinating with legal, comms, and senior leaders as needed.
- Manage external and internal consultations, ensuring processes are timely, well-documented, and defensible.
- Monitor performance, report on OIA metrics and trends, and drive continuous improvement in processes and capability.

**Environmental Data**

- Oversee the collection, coordination, and consolidation of environmental monitoring data from relevant operational, scientific, and environmental teams.
- Prepare data management plans for the organisation’s human activities data and support the facilitation of making the data publicly available in a specified format.
- Support the further development of the New Zealand Antarctic Environmental Assessment as outlined in the project plan.

**Environmental Reporting**

- Oversee the organisation’s compliance with Antarctic Treaty information exchange requirements, including pre-season, annual, and permanent reporting obligations.
- Support the Environmental Impact Assessment process with generating environmental impact assessments and Notification/Permits and assessing compliance against the EIA at the end of the season.
- Prepare high-quality compliance reports for internal governance and external agencies ensuring clarity, accuracy, and defensibility.

**Key Challenges**

- Engaging internal and external stakeholders and developing strong relationships
- Coordinating large volumes of inputs from diverse teams to deliver high quality, defensible outputs under pressure
- Managing strict timelines amongst multiple stakeholders with competing priorities.
- Supporting others through guidance and influence.

**Key Functional Relationships**

<p><b>Internal</b></p>	<ul style="list-style-type: none"> <li>• Senior Leadership Team</li> <li>• GM Policy and Environment</li> <li>• Finance Manager</li> <li>• Financial Services Manager</li> <li>• Information and Records Manager</li> <li>• Communications Team</li> </ul>
<p><b>External</b></p>	<ul style="list-style-type: none"> <li>• Ministry of Foreign Affairs and Trade</li> <li>• Office of the Minister of Foreign Affairs</li> <li>• Public Research Organisations, Universities and New Zealand scientists</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>• A degree in a relevant science field or environmental management and/or equivalent years of experience in a similar New Zealand government role.</li> </ul>
<b>Knowledge, Skills and Experience</b>	<ul style="list-style-type: none"> <li>• At least five years' experience of delivering government reporting.</li> <li>• Management of databases and report writing.</li> <li>• Demonstrated ability to work collaborative across teams.</li> <li>• An understanding of the New Zealand public sector and requirements of reporting from Government entities.</li> <li>• Experience with the Official Information Act and responding to requests.</li> <li>• Experience with Parliament and responding to requests such as Select Committee questions and Written Parliamentary Questions.</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>• Demonstrates ability to learn, even from difficult situations.</li> <li>• Ability to influence and work with other teams to meet tight timelines.</li> <li>• Demonstrating high attention to detail producing error-free work, organizing tasks systematically, and spotting subtle inconsistencies.</li> <li>• Is aware of impact of own self on others.</li> <li>• Confronts issues and persists to resolve them.</li> <li>• Effective interpersonal skills, including the use of enquiry that supports understanding and support for plans and changes.</li> </ul>

### Antarctica New Zealand Values

<p><b>To honour our obligation to Antarctica:</b></p> <ul style="list-style-type: none"> <li>• We are proactive and passionate about what we do E ngākau whiiwhita ana, e ngākaunui ana hoki tātou ki ā tātou mahi katoa</li> <li>• We take responsibility for each other and the environment Nō tatou te haepapa kite tiakii a tatou anōme te taiaohoki</li> <li>• We work together to achieve success Ka mahi tahi tātou kia angitu ai</li> <li>• We always act with integrity He ngākau pono ō tātou ahakoa te aha</li> <li>• We pursue excellence in everything we do Ka whāia e tātou te iti kahurangi i ā tātou mahi katoa</li> </ul>
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### Role Authorisations

I confirm that this Role Description accurately describes the work of the Ministerial Reporting and Data Advisor:

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General Manager Policy and Environment

\_\_\_\_\_

Date

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

\_\_\_\_\_

Reporting and Data Advisor

\_\_\_\_\_

Date