



## Role Description

<b>Title</b>	Scott Base Winter Leader	<b>Incumbent</b>	
<b>Manager's Title</b>	Operations Delivery Manager	<b>Date of Last Review</b>	February 2026
<b>Team</b>	Operations	<b>Location</b>	Christchurch & Antarctica
<b>Direct Reports</b>	Scott Base Winter Team	<b>Work Environment</b>	This role will require the incumbent to travel to Antarctica for an extended period 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 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, particularly during the winter months when there is limited opportunity to effect rescue and provide support outside of Scott Base confines.

The Winter Base Leader role is unique and requires a well-rounded, steady approach to risk evaluation and management, social interaction and ability to monitor and manage relationships. The role will be closely supported by the Christchurch Operations and Engineering Teams.

This fixed term role to assist with specific work that occurs within the Antarctic winter 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

To provide effective operational leadership to the Scott Base winter team, including ensuring that the winter work program, science support and operational activities are undertaken safely and effectively. Establish the desired culture of respect and cooperation at Scott Base and ensure the welfare of the team throughout the winter months.



## Work of Role

### **Leadership**

- Responsible for on-ice leadership of all Scott Base staff, contractors, visitors and events over the winter period. This includes establishing and maintaining the desired culture and upholding organisational policies and values.
- Ensure the physical and psychological health and wellbeing of the Scott Base Community, through setting clear expectations for behaviour and monitoring compliance.
- Partner with the winter engineering supervisor to form an effective, collaborative and aligned two-person leadership team.
- Lead and support the winter engineering supervisor to effectively manage their functional area and direct reports.
- Coordinate the delivery of winter works programmes and ensures all aspects of the Scott Base operations are performed safely and sustainably.
- Uphold organisational policies, demonstrate high standards of professionalism and role model the values of the organisation.
- Develop and contribute to high performing individuals, teams and cross functional relationships
- Provide continuity of leadership to Scott Base for the duration of the winter (February to October) and support the transition to the Scott Base leadership team for the following summer.
- 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.
- Escalate any issues to the Operations Delivery Manager and Senior Leadership Team as required.

### **People Management**

- Monitor performance and behaviour of the winter team and provides timely feedback – both informal and formal (the Personal Performance Review process).
- Conduct Individual catchups and Personal Performance Reviews for staff with the support of the Winter Engineering Supervisor.
- Proactively address any performance or disciplinary issues and provide clear expectations of desirable behaviours.
- Lead the investigation and management of situations where an individual's performance or behaviour may be considered as unsatisfactory.
- Escalate any performance or personnel issues to the Operations Delivery Manager as required.

### **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.
- Responsible for ensuring activities are undertaken safely and all programme participants understand their individual health and safety responsibilities.
- Lead and champion the Health, Safety and Environment (HSE) system and culture for Scott Base. Including as a proactive member of the HSE Committee and through creating a culture of best practice throughout all activities.



- 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.
- Work within the environmental requirements of the Antarctic Treaty System to ensure Antarctica New Zealand undertakes activities in accordance with requirements and using internal expertise to inform and direct.

#### **Risk Management**

- Champion hazard identification and risk management processes to maintain the highest standards.
- Monitor critical issues with regard to Scott Base operations and promptly advises of any potential risks or actual variances from the plan.
- Utilise organisational policies, procedures, SOP's and risk-based thinking to assesses situations and provide direction on safe operating conditions and expected behaviours.

#### **Coordination Activities**

- Represent Antarctica New Zealand in developing and maintaining effective relationships with stakeholders and other National Antarctic Programmes.
- Liaise with the Senior National Officer from New Zealand Defence Force, on matters affecting both parties.
- Lead the weekly Scott Base and McMurdo Station leadership meeting.
- Lead weekly base meetings.
- 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 if required.

#### **Other Tasks**

- Act as the Justice of the Peace for the Ross Dependency.
- 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.
- Provide operational and functional support (work alongside) the team to assist in the performance of their daily tasks, on a regular basis.
- Any other tasks as assigned by the Operations Delivery Manager or CEO.

### **Key Challenges**

- Ensure that Scott Base winter staff are maintaining a consistent standard and approach throughout the winter period – particularly with respect to Health, Safety and Environment; personal standards and community living. This includes active promotion and encouragement of a well-balanced, healthy winter community.
- Maintain a strong, active communication link with Christchurch based staff including making good use of expertise remotely. Proactively encourage all Scott Base staff to do the same.
- Deal with emerging risks in a pragmatic, deliberate manner. Examples may be as varied as relationship issues causing community disharmony; overt disrespect for organisational values including Health, Safety and Environment; staff motivation issues; incident management etc.
- Provide an overview and coordinate the Scott Base winter works programme in consultation with the Winter Engineering Supervisor.



- Establish and maintain a good relationship with McMurdo senior staff.
- Represent the New Zealand Government, ensuring the New Zealand Antarctic programme's compliance with applicable laws and regulations in Antarctica.
- Balancing work of the functional role with the leadership role – including working and living with your direct reports.
- Living and working at Scott Base for an extended period, while managing the wellbeing of yourself and others.

### Key Functional Relationships

<b>Internal</b>	<ul style="list-style-type: none"> <li>• Operations Delivery Manager</li> <li>• Scott Base Leadership team</li> <li>• Base Services Manager</li> <li>• Senior National Officer (NZDF)</li> <li>• Antarctica New Zealand Senior Leadership Team</li> <li>• Health and Safety and Risk Manager</li> <li>• Environmental Manager</li> </ul>
<b>External</b>	<ul style="list-style-type: none"> <li>• Event Staff and Contractors</li> <li>• United States Antarctic Program</li> <li>• Other Antarctic Programme operational staff</li> </ul>

### Minimum Capability Necessary to Work to Role

Capability Area	Description
<b>Qualifications, Certificates and Memberships</b>	<ul style="list-style-type: none"> <li>• Current Class 1 Driver's Licence</li> <li>• Current First Aid Certificate (US6401/6402)</li> <li>• Health &amp; Safety Representative Initial Training (or equivalent)</li> <li>• Justice of the Peace (this will be arranged for the successful candidate following selection)</li> </ul>
<b>Knowledge, Skills and Experience</b>	<ul style="list-style-type: none"> <li>• Experience in team leader and supervision roles</li> <li>• Demonstrated team building and leadership skills</li> <li>• Operational experience in remote and challenging environments</li> <li>• Demonstrated effective oral and written communication skills</li> <li>• Understanding of and commitment to tikanga and Te Tiriti o Waitangi (Treaty of Waitangi) principles</li> <li>• Able to build effective stakeholder relationships</li> </ul>
<b>Judgement, Temperament and Influence</b>	<ul style="list-style-type: none"> <li>• Self-motivated and able to proactively manage own stress levels and those of others</li> <li>• Confronts issues and persists to resolve them</li> <li>• Able to remain calm and logical in difficult situations</li> <li>• Able to earn respect and influence a diverse range of stakeholders</li> <li>• Courage to make difficult decisions that may impact individuals and teams adversely</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 Winter Base Leader:

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Scott Base Winter Base Leader

\_\_\_\_\_  
Date