



# Role Description

<b>Title</b>	Data Management Coordinator – Fixed Term	<b>Incumbent</b>	None
<b>Reports to</b>	Science Advisor – Data Curator	<b>Date of Last Review</b>	December 2024
<b>Team</b>	Science	<b>Location</b>	Christchurch
<b>Direct Reports</b>	None	<b>Work Environment</b>	Office based

## 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 is responsible for delivering the government Science Strategy for Antarctica and through the provision of logistics support. The research is carried out at Universities and Research Institutes across New Zealand and is supported by a range of science funders including the Ministry of Business, Innovation and Employment (including Strategic Science Investment funding), the Royal Society of New Zealand, the New Zealand Antarctic Research Institute, the Ministry of Primary Industries, and University research funds.

The Antarctic Science Platform, hosted by Antarctica New Zealand, is a Strategic Science Investment, funded by the Ministry of Business, Innovation and Employment. It is a capability fund designed to enhance collaboration and innovation within New Zealand’s Antarctic science community and deliver research that supports environmental management and policy outcomes.

This role is responsible for ensuring metadata collected as part of New Zealand’s Antarctic Research Programme are discoverable and accessible.

## Role Purpose

To enhance the value of the Antarctic Science Platform by serving as a coordination point for Antarctic data management. This includes ensuring data are documented and described with high-quality metadata and data are transformed into domain-appropriate formats as requested

This is a fixed-term role to provide additional resource to the organisation to assist with the curation of science metadata and data associated with Platform’s current funding period

## Business Unit Purpose

To ensure that New Zealand maintains a high-quality, internationally recognised Antarctic science programme that is communicated to relevant stakeholders, and to promote science outcomes that contribute to New Zealand’s obligations and strategic priorities as part of the Antarctic Treaty System

## Work of Role

### Data Management

- Delivering services relating to the description, storage and sharing of research metadata and datasets to ensure that the Antarctic Science Platform meet the FAIR guiding principles (Findability, Accessibility, Interoperability, Reuse) for it’s data assets
- Liaising with researchers of projects supported by the Antarctic Science Platform
- Providing advice to researchers on the development of high-quality research data and metadata
- Converting, transcribing, summarising, and managing data into domain appropriate formats

- Working with the Data Curator to assist with development and testing of the Antarctic Science Platform – Antarctica New Zealand Metadata Management System

### Health, Safety and Environment

- Fulfil accountabilities as documented in the Health, Safety and Environmental Management Systems

### Other Tasks

- Participate in Science team meetings
- 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 Antarctic Science Platform Director or Data Curator

## Key Challenges

- Developing a broad understanding of a multi-disciplinary research programme
- Setting expectations on metadata quality
- Maintaining an efficient metadata delivery service

## Key Functional Relationships

<b>Internal</b>	<ul style="list-style-type: none"> <li>• Antarctic Science Platform Leadership Team and Science Team</li> <li>• Information and Records Manager</li> <li>• Administration Team</li> <li>• Policy, Environment &amp; Safety Team</li> <li>• Communications Team</li> </ul>
<b>External</b>	<ul style="list-style-type: none"> <li>• Antarctic researchers and research organisations</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>• Tertiary qualification in a relevant field</li> </ul>
<b>Knowledge, Skills and Experience</b>	<ul style="list-style-type: none"> <li>• Experience in metadata quality assessment</li> <li>• Data management/data conversion experience</li> <li>• Familiar with R or Python</li> <li>• Excellent written and verbal communication skills</li> <li>• Ability to build and maintain effective relationships</li> <li>• Ability to work independently</li> <li>• Strong organisational skills</li> <li>• Excellent time management skills</li> <li>• Excellent attention to detail</li> <li>• Understanding of and commitment to tikanga and Treaty of Waitangi principles</li> <li>• Commitment to ensuring the wellbeing and safety of yourself and others</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>• Able to earn respect of peers, staff and stakeholders</li> <li>• Effective interpersonal skills</li> <li>• Aware of effect of own self on others</li> <li>• Confronts issues and persists to resolve them</li> <li>• Able to manage conflicts of interest</li> <li>• Professional manner and positive attitude</li> </ul>

## Antarctica New Zealand values

To honour our obligation to Antarctica:

- **Ka ngākau whiwhita tātou ki ā tātou mahi katoa**  
We are passionate about what we do
- **Ka tiaki tātou i a tātou anō, ka tiaki hoki i te taiao**  
We care for each other and the environment
- **Ka mahi tahi tātou**  
We work together
- **He ngākau pono ō tātou**  
We act with integrity
- **Ka whai tātou i ngā taumata tiketike**  
We aspire to the highest standards

## Role authorisations

I confirm that this Role Description accurately describes the work of the Data Management Coordinator – Fixed Term:

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Chief Scientific Advisor

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Date

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Antarctic Science Platform Director

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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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Data Management Coordinator – Fixed Term

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Date