

## Role Description

<b>Title</b>	Wind Farm Project Manager Fixed-term 5 years	<b>Incumbent</b>	New
<b>Manager's Title</b>	Senior Project Manager	<b>Date of Last Review</b>	21 December 2021
<b>Team</b>	Scott Base Redevelopment	<b>Geographical Location</b>	Christchurch & Antarctica
<b>Direct Reports</b>	Wind Farm Replacement Project Engineer	<b>Work Environment</b>	Office based  Travel to Antarctica is part of this role 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 overarching organisational goal is to continue to play an influential role in the kaitiakitanga (guardianship) of Antarctica and the Southern Ocean as a natural resource devoted to peace and science. We do this by facilitating high-quality scientific research in Antarctica and supporting initiatives to protect the environment. 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.

The Scott Base Redevelopment (SBR) project aims to replace the existing Scott Base infrastructure and provide fit-for-purpose science and logistics facilities. In Budget 2021, Antarctica New Zealand was granted funding to finalise the design then construct, transport and commission the new base, a temporary base and a wind farm in Antarctica. Now that funding is granted, the project team will scale up in order to complete the project by 2028.

This agreement is for a fixed term period to provide additional project management resource to drive the delivery of the preliminary and detailed design and manage from a client side perspective the construction and commissioning of the wind farm replacement. This also includes the deenergising of the existing wind farm and safely transporting this back to New Zealand for resale or recycling.

### Business Unit Purpose

To safely and successfully deliver the Scott Base Redevelopment project on schedule and on budget.

### Role purpose

Manage the design, procurement, construction and deconstruction of the Wind Farm Replacement project in order to provide a high percentage renewable energy network to support the redeveloped Scott Base.

### Work of Role

#### Health, Safety and Environment

- Fulfil accountabilities as documented in the Health, Safety and Environmental Management Systems.
- Ensure all activities are aligned with Antarctica New Zealand Health, Safety and Environmental Management systems.



- Maintain and contribute to the highest level of quality, integrity and performance aligned with Antarctica New Zealand values.
- Ensure the Wind Farm Replacement project is delivered in accordance with our commitments in the Comprehensive Environmental Evaluation (CEE).

### **Project Management**

- Act as the primary point of contact between the Wind Farm Replacement project, the rest of the organisation and SBR Project Team.
- Execute the Wind Farm Replacement project scope, schedule, cost and quality management in accordance with the SBR Project Management Plans.
- Manage the Wind Farm Replacement Schedule in close collaboration with the Antarctica New Zealand Project Controls Manager. Incorporate information to and from the Senior Project Manager, Project Controls Manager, Construction Manager, SBR Logistics Manager and external designers and contractors.
- Monitor and provide oversight of Wind Farm Replacement contractors, the design progress and construction work in accordance with the engineering designs, contract specifications, and organisational policy. This could be either on site in Antarctica or other locations as required due to factory acceptance testing, witnessing and fabrications reviews
- Develop and manage the implementation and continuous updating of the Project Execution Plan for the design, procurement, construction, operation phases of the project.
- Actively manage and contribute to risk reduction and mitigation processes and meetings.
- Provide intervention and escalation to ensure milestones and objectives are met.
- Manage the development of the Wind Farm asset management plan to enable a smooth transition of operations from the existing wind farm to the new wind farm whilst being cognisant of the transition from the existing base to the temporary base and finally to the new Scott Base.
- Report on issues of compliance, or otherwise, against project requirements.
- Review all designer and contractor QA plans & procedures and bring all plans into conformance with project requirements.
- Lead the completion of the preliminary and detailed design phase of the Wind Farm Replacement project, working collaboratively with other members of the SBR Project Team
- Apply all life-cost considerations (money, environmental impact, labour, carbon output, waste etc.) to all deliverables
- Monitor, review and integrate the work of the design team (and others, such as specialist designers and specialist contractors) ensuring compliance with New Zealand legislation and standards insofar as is possible.
- Review engineering and design team advice, documentation and methodology to facilitate input and updates into the Wind Farm Replacement project schedule. This will be completed in close collaboration with the Project Controls Manager.
- Manage the planning and implementation associated with the deenergisation and removal from Antarctica of the existing wind turbines and obsolete equipment.
- Collaborate with the Engineering Team representatives responsible for the management, operation and maintenance of the equipment at completion of the project.
- Arrange and facilitate Wind Farm design team meetings and workshops.
- Manage in conjunction with the Senior Stakeholder and Communication Manager all stakeholder engagement requirements with both internal and external stakeholders (including the science community and the United State Antarctic Programme/ National Science Foundation) to ensure requirements are understood and met, where practicable.
- Ensure that relevant documents and records for business activities are created and maintained, and that all legislative requirements for record keeping are met.



### **Contract Management**

- Support the contract tender and establishment processes, including assessment of tenders identify, manage and minimise, safety, environmental, time, cost, quality and other contract risks and opportunities.
- Work closely with the SBR Logistics Manager and the Commercial Manager in the procurement and delivery of required resources.
- Act as the Contract Manager or Engineers Representative as required by the nominated construction contract. This includes management of variations and extensions of time requests during both design and construction.
- Maintain up-to-date knowledge and sound understanding of Antarctica New Zealand's and Government procurement policies and practices.

### **Leadership**

- Uphold organisational policies, demonstrate high standards of professionalism and role model the values of the organisation.
- Lead, coach and mentor the Wind Farm Project Engineer, providing timely and constructive feedback.
- Proactively address any poor performance or disciplinary issues and provide clear expectations of desirable behaviours.
- Conduct individual catch-ups and personal performance reviews for staff.
- Work collaboratively with the Construction Manager and the Senior Project Manager to develop and actively manage effective working relationships with key suppliers and senior stakeholders.

### **Other Tasks**

- Undertake other discrete packages of work or tasks to support the SBR Project Team with the delivery of the SBR project. Tasks will generally be in accordance with the work described above.
- Any other task assigned by the Senior Project Manager.

## **Key Challenges**

- Managing a critical life supporting project within an extreme weather environment, a constrained logistics supply chain, and a highly sensitive environmental region
- Balancing cost, time, safety, resource allocation, and quality as determined by the Project Management Plan to deliver the SBR Wind Farm Replacement project
- Maintain technical currency through proactive involvement in industry events, developing industry contacts and membership of industry working groups.
- Living and working at Scott Base for up to 3 months at a time (as required)

## **Key Functional Relationships**

<b>Internal</b>	<ul style="list-style-type: none"><li>• Senior Project Manager</li><li>• Wind Farm Replacement Project Engineer</li><li>• Project Director</li><li>• GM Antarctic Operations</li><li>• SBR Logistics Manager</li><li>• Commercial Manager</li><li>• Project Controls Manager</li></ul>
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	<ul style="list-style-type: none"><li>• Construction Manager</li></ul>
<b>External</b>	<ul style="list-style-type: none"><li>• Wind Farm Replacement design team</li><li>• Civil contractor, energy storage system contractor, wind turbine supplier, other contractors and suppliers</li><li>• Key external stakeholders</li><li>• Arrival Heights Working Group</li><li>• SBR design team</li><li>• Wider scientific community</li><li>• All-of-Government support agencies</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>• Qualification in project management, engineering or renewable energy</li><li>• PMP and/or PRINCE 2 certification</li><li>• Member of Engineering New Zealand and/or PMINZ</li></ul>
<b>Knowledge, Skills and Experience</b>	<ul style="list-style-type: none"><li>• Minimum 5 years project management experience, including leadership of complex construction projects</li><li>• Must have full life cycle experience working on new renewable projects</li><li>• Knowledge of materials, methods, and the tools involved in the construction and operation of cold climate facilities is desirable</li><li>• Experience managing the delivery of wind farm projects, preferably in cold climate or non-standard environmental conditions would be an advantage but is not essential</li><li>• Contract management and administration experience</li><li>• Experience using design (CCCS) and construction contracts (NZS 3190:2013)</li><li>• Ability to identify innovative solutions to resolve complex design and construction problems</li><li>• Proven ability to maintain productive relationships with a diverse range of stakeholders</li><li>• Highly effective written and verbal communicative skills</li><li>• Understanding of and commitment to tikanga and Treaty of Waitangi principles</li><li>• Familiarity with power generation language and key terminology</li><li>• High level of computer literacy including Microsoft Word, Excel and Project</li></ul>



<b>Judgement, temperament and influence</b>	<ul style="list-style-type: none"> <li>• Uses judgment and effective decision making to consider the relative costs and benefits of potential actions to choose the most appropriate</li> <li>• Confronts issues and persists to resolve them</li> <li>• Ability to plan, resource and manage tasks to a successful conclusion</li> <li>• Effective interpersonal and communication skills</li> <li>• Develops strong relationships and respect from staff and stakeholders</li> <li>• Strong ability to think critically, using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems</li> <li>• Solutions focused and able to work collaboratively</li> <li>• Professional manner and positive attitude</li> <li>• A passion for project management and knowledge</li> </ul>
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## 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

## Roles Authorisations

I confirm that this role description accurately describes the work of the Wind Farm Replacement Project Manager:

\_\_\_\_\_  
Project Director

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Wind Farm Replacement Project Manager

\_\_\_\_\_  
Date