



Role Description

Title	Environmental Advisor (fixed term 18 months)	Incumbent	Vacant
Reports To	General Manager Policy, Environment and Safety	Date Last Review	October 2021
Team	Policy, Environment and Safety	Location	Christchurch
Direct Reports	Nil	Work Environment	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 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 to successfully achieving the New Zealand Antarctic programme.

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 Antarctic (Environmental Protection) Act 1994, the New Zealand's Commitment to Antarctica and the Southern Ocean, and the relevant instruments of the Antarctic Treaty System.

This role is accountable for supporting the development and implementation of Antarctica New Zealand's Environmental Management System, through the delivery of identified initiatives and projects, and ensuring that Antarctica New Zealand meets its obligations to national and international legislation and standards.

Business Unit Purpose

The Policy, Environment and Safety team supports New Zealand's strategic interests in Antarctica and strengthens New Zealand's policy leadership in the Antarctic Treaty System by connecting science, policy and environmental management.

Additionally, the team leads and oversees the continual improvement of the organisation's Health and Safety, Risk and Environmental Management Systems, and provides accurate and timely policy advice to the Ministry of Foreign Affairs and Trade and other stakeholders. The team is accountable for ensuring that risks are identified, and works across the organization to task others to mitigate and control these risks.



Role purpose

- To provide technical environmental expertise to support Antarctica New Zealand's Environmental Management System, and enhance New Zealand's leadership role in the stewardship of the Antarctic environment.
- Provide technical and policy support to internal and external stakeholders.

Work of role

Internal systems and policy advice

- Provide leadership and support of the Environmental Management System (EMS) across the organisation, by promoting and championing continual improvement in areas of the EMS (such as Environmental Impact Assessments, Biosecurity, Protected Areas management, Spill prevention and response, Waste management or Carbon management).
- Manage the EMS environmental monitoring programme, including the collation and analysis of environmental performance and monitoring data and the development of periodic reports on environmental performance.
- Identify improvement opportunities to ensure the identified EMS objectives and targets are achieved.
- Support the integration of Antarctica New Zealand's EMS within the Scott Base Redevelopment project.

External policy and strategy advice

- Contribute to work packages in relation to international Antarctic fora and participate in intersessional project work as required.
- Provide accurate and timely policy advice to external stakeholders to support New Zealand's influential role in Antarctic affairs.
- Ensure New Zealand's Antarctic Treaty Information Exchange requirements are met.

Environmental Stewardship

- Support a range of environmental management projects to support New Zealand's commitment to an increasingly well-managed Ross Sea region.
- Utilize research knowledge to support policy and management decisions and foster strong connections between the policy and research communities.
- Support the Scott Base Redevelopment team with ongoing advice on environmental best practice, the EMS and the Antarctic Treaty System requirements regarding environmental protection in Antarctica.
- Support collaborative relationships with other National Antarctic Programmes.

Other Tasks

- Fulfil accountabilities as documented in the Health, Safety and Environmental Management Systems.
- Ensure that relevant documents and records for business activities are created and maintained, and that all legislative requirements for record keeping are met.
- Any other task assigned by GM Policy, Environment and Safety.

Key challenges

- Providing leadership to and seeking engagement in the implementation of an organisation-wide environmental management system.
- Supporting and leading initiatives in international Antarctic fora.
- Engaging internal and external stakeholders.

Key functional relationships

Internal	<ul style="list-style-type: none"> • GM Policy, Environment and Safety
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	<ul style="list-style-type: none"> • Environmental Advisors • Health and Safety Manager • Business Performance Manager • Operations and Engineering Teams • Scott Base Staff • Scott Base Redevelopment team
External	<ul style="list-style-type: none"> • Ministry of Foreign Affairs and Trade • Ministry for Primary Industries • Department of Conservation • Environmental Protection Authority • Ministry for the Environment • Crown Research Institutes, Universities and New Zealand scientists • National Representatives to the Committee for Environmental Protection / other National Antarctic Programmes • Antarctic Treaty Secretariat

Minimum capability necessary to work to role

Capability area	Description
Qualifications, Certificates and Memberships	<ul style="list-style-type: none"> • A degree in a relevant science field or environmental management.
Knowledge, Skills and Experience	<ul style="list-style-type: none"> • At least three years' experience of delivering and preferably leading a range of environmental management projects and outcomes. • Management of databases and report writing. • Ideally, experience undertaking and/or facilitating audits. • Demonstrated ability to work cooperatively with scientists, ideally through joint projects or programmes. • A level of understanding and preferably some experience of the Antarctic Treaty System and relevant national Antarctic legislation. • Understanding of, and commitment to, tikanga and Treaty of Waitangi principles • Demonstrated ability to lead project teams. • An understanding of the New Zealand public sector is useful.
Judgement, temperament and influence	<ul style="list-style-type: none"> • Demonstrates ability to learn, even from difficult situations. • Able to earn respect of national and international Antarctic community. • Is aware of impact of own self on others. • Confronts issues and persists to resolve them. • Effective interpersonal skills, including the use of enquiry that supports understanding and support for plans and changes. • Diplomacy needed to work competently at an international level with diverse and conflicting stakeholders.

Antarctica New Zealand values

<p>To honour our obligation to Antarctica:</p> <ul style="list-style-type: none"> • We are passionate about what we do • We care for each other and the environment • We work together • We act with integrity • We aspire to the highest standards



Role authorisations

I confirm that this Role Description accurately describes the work of the Environmental Advisor:

GM Policy, Environment and Safety

Date

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

Environmental Advisor fixed term

Date

File Name: