



Role Description

Title	Antarctic Science Platform Manager	Incumbent	Vacant
Manager's Title	Chief Scientific Advisor and Antarctic Science Platform Director	Date of Last Review	June 2022
Team	Science	Geographical Location	Christchurch
Direct Reports	None	Work Environment	Office based
		Hours	0.6 – 1 FTE (24 to 40 hours per week). By mutual agreement.

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.

Antarctica New Zealand is responsible for supporting research that delivers on the Government's Aotearoa New Zealand Antarctic and Southern Ocean Research Directions and Priorities 2021–2030 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 (MBIE), the Royal Society of New Zealand, the Ministry of Primary Industries, and University and Crown Research Institute research funds.

The Antarctic Science Platform is a Strategic Science Investment, funded by the MBIE. This capability fund is designed to enhance collaboration and innovation within New Zealand's Antarctic science community and to deliver research that supports environmental management and policy outcomes.

This role is accountable for the management of the Antarctic Science Platform.

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.

Role purpose

To drive success of the Antarctic Science Platform providing operations management to ensure research delivery, and by being the interface for the different groups contributing to, and collaborating with, the Platform.

Work of role

Platform Management

- Monitor progress and performance of Antarctic Science Platform research programme, including science outputs and fiscal oversight of Platform budget and expenditure
- Lead internal and external reporting processes
- Lead Platform contestable funding rounds



- Provide essential coordination and documentation for the Platform Leadership Team, Steering Group and advisory groups
- Manage Antarctic Science Platform research contracts and variations
- Maintain fiscal oversight of Platform budget and expenditure
- Advise the Platform Leadership Team and Steering Group on research progress, risks and opportunities
- Contribute to reports for the Antarctic Science Platform Steering Group
- Support the Antarctic Science Platform Independent Science Panel
- Communicate effectively with Māori and stakeholders the researchers and advisory group members to achieve desired outcomes
- Coordinate reviews of strategic direction, risks and priorities

Stakeholder Engagement

- Support the Antarctic Science Platform community to deliver focused, effective and productive research programmes to stakeholders
- Support stakeholder, end-user and Māori engagement with Antarctic Science Platform research.

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, and are sustained by a strong safety culture with a focus on Zero Harm

Other Tasks

- Contribute to Antarctica New Zealand business planning, budget preparation and progress reporting
- Ensure that relevant documents and records for business activities are created and maintained, and that all legislative requirements for administration and executive record keeping are met
- Any other task assigned by the Chief Scientific Advisor or Antarctic Science Platform Director

Key challenges

- Understanding the New Zealand science sector as it relates to Antarctic research
- Understanding Māori research interests and aligning opportunities to build capacity and capability
- Managing complex relationships and conflict
- Developing and maintaining strong relationships with government and research stakeholders
- Encouraging effective engagement between researchers and end-users

Key functional relationships

Internal	<ul style="list-style-type: none"> • Antarctic Science Platform Leadership Team • Science Team • Communications Team • Operations Team • Finance Team • Administration Team • Policy, Environment & Safety Team
External	<ul style="list-style-type: none"> • Antarctic Science Platform Steering Group • Antarctic Science Platform Independent Science Panel • Antarctic Science Platform Kāhui Māori • Government stakeholders



	<ul style="list-style-type: none"> • Research end-users • Antarctic researchers and research organisations
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Minimum capability necessary to work to role

Capability area	Description
Qualifications, Certificates and Memberships	<ul style="list-style-type: none"> • Tertiary qualification in a relevant field
Knowledge, Skills and Experience	<ul style="list-style-type: none"> • At least five years' experience in Research Management (or equivalent) • Working knowledge of New Zealand science and innovation system, including funding and reporting mechanisms • Experience in a broad range of positions relevant to this role (e.g. contracts management, project management, relationship management) • Experience with funding mechanisms and proposal process management • Experience in administering large interdisciplinary, multi-organisational research programmes • Understanding of and commitment to tikanga and Treaty of Waitangi principles • Strong track record in project management • Experience in contract management • Financial understanding of research programmes, and ability to prepare and manage budgets • Strong organisational and time management skills • Ability to work independently • Good writing skills • Outstanding networking, influencing, and relationship management skills • Ability to solve problems in a collaborative and constructive manner
Judgement, temperament and influence	<ul style="list-style-type: none"> • Demonstrates ability to learn, even from difficult situations • Able to earn respect of peers, staff and stakeholders • Effective interpersonal skills • Confronts issues and persists to resolve them • Able to manage conflicts of interest • Strong professional networks and relationships • Strong communication and negotiation skills; able to work with multiple parties, establish rapport quickly, put people at ease while influencing and achieving outcomes and building long-term relationships • Professional manner and positive attitude • Comfortable working in a small team and taking on lateral tasks to achieve required outcome



Antarctica New Zealand values

- 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 aspire to the highest standards
- Ka whai tātou i ngā taumata tiketike -We act with integrity

Roles authorisations

I confirm that this Role Description accurately describes the work of the Antarctic Science Platform Manager.

Chief Scientific Advisor

Date

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

Antarctic Science Platform Manager

Date