



Role Description

Title	Winter Engineering Supervisor	Incumbent	
Reports to	Winter Base Leader Matrix to the Asset Manager	Date of Last Review	July 2022
Team	Operations	Location	Antarctica
Direct Reports	Scott Base Engineering Team	Work Environment	Travel to Antarctica which requires a 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.

This role is responsible for supporting the Winter Base Leader to monitor and coordinate winter works specifically for the engineering and technical areas. This includes leadership of the Scott Base community as a key member of the Scott Base Winter Leadership Team including the role of Duty Supervisor.

There is a technical reporting line to the Asset Manager, with escalation to SBR Project Director.

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 lead and manage the winter engineering team to safely deliver the annual engineering maintenance and winter works programs at Scott Base and to support the Scott Base Winter Base Leader in coordinating station activities and managing station welfare.

Work of role

Coordination and Delivery

- Oversight, coordination and prioritisation of the winter works programmes for the Engineering team and leadership & support for the wider community.
- Work closely with SBR Supervisor to coordinate resource use and tasking across the Scott Base Engineering and Scott Base redevelopment teams.
- Liaise with the Asset Management Engineers to coordinate engineering personnel and resources in the delivery of the annual Maintenance Programme.
- Liaise with the Asset Manager, Operations Solutions Manager and Delivery Manager in support of safely maintaining all Antarctic based facilities, systems, and equipment.

- Liaise with Chief Digital Officer to coordinate technical support personnel and resources to safely and securely operate and maintain IT equipment.
- Support the Winter Base Leader in the coordination of station activities

Leadership

- Work closely with Winter Base leader and SBR Supervisor on engineering work programmes, Scott Base Redevelopment support and arising asset issues as required.
- Uphold organisational policies, demonstrate high standards of professionalism and role model the values of the organisation.
- Work collaboratively with the Winter base leader and SBR Supervisor to provide coordinated leadership for the Scott Base community, including staff, contractors, event personnel and visitors.
- Develop and contribute to high performing individuals, teams and cross functional relationships.
- Monitors critical issues with regard to Scott Base operations and promptly advises the Winter Base Leader and Asset Manager of any potential risks or significant variances from plan.
- Responsible for the health, safety and wellbeing of everyone on base.
- Make decisions around overall station welfare, operations and safety (may include SBR and NZDF personnel)
- Perform the role of Duty Supervisor on a rostered basis including:
 - Providing leadership and support to incident response situations in accordance with our Coordinated Incident Management System (CIMS)
 - Responding as required 24/7 during on duty weeks to any matters arising.
 - Dealing with any immediate behavioural issues of base personnel (then hand to line manager)
 - Coordinating station activities and resource use with McMurdo Station
 - Define the weather conditions for the base and adjust activities accordingly.
- Run base meetings Supports the Engineering Team and general base personnel with tasks as required.

People Management

- Monitors performance and behaviour of the winter engineering team, provides timely feedback and proactively addresses any issues.
Undertakes individual catch ups and PPRs with the engineering team over the winter period

Health, Safety and Environment

- Fulfill accountabilities as documented in the Health, Safety and Environmental Management Systems including proactive management of risks and resources to prevent harm
- Responsible for personal health and safety and that of others. Supports a culture of HSE best practice throughout all activities. Oversight and administration of the Permit to Work System operating at Scott Base and ensuring the close-out and completion of all permitted works.
- Leads or supports HSE investigations and champions HSE improvement initiatives.
- Champions hazard identification and risk management processes to maintain the highest standards.
- Supports the safe operational delivery and improvement of the waste management and recycling system including continual training and regular checks/audit to maintain correct process.

Other Tasks

- Fulfil responsibilities as documented in the Information and Records Management Policy, by creating and keeping accurate and complete records of all business activities.
- Other tasks as assigned by the Winter Base Leader or Asset Manager.

Key Challenges

- Ensure safe operations at Scott Base through the winter period.
- Living and working at Scott Base for an extended period of time in a leadership role and maintaining personal wellbeing.
- Maintaining oversight of day to day operation and maintenance of assets, e.g. wind turbines, power generation, IT and Building Management Systems.

- Ensuring life support systems at Scott Base are always maintained and operated to the highest standard.
- Maintaining a positive culture on base and motivation across the season.
- The location and role may place pressure on the physical and mental well-being of the incumbent (e.g. at times long work hours, 24-hour daylight/darkness); the incumbent's family and other close relationships.

Key functional relationships

Internal	<ul style="list-style-type: none"> • Winter Base Leader • SBR Winter Supervisor • Asset Manager • GM Antarctic Operations • Asset Management Engineers • Operations Solutions Manager • Delivery Manager • Event Planners
External	<ul style="list-style-type: none"> • Event Staff • United States Antarctic Program • Engineering Consultants, Contractors, Suppliers • Other Antarctic programme operational staff

Minimum capability necessary to work to role

Capability area	Description
Qualifications, Certificates and Memberships	<ul style="list-style-type: none"> • Relevant Degree, Diploma or Trade qualified or equivalent experience • Current First Aid certificate (US6401/6402) • Hold a current Full New Zealand Driver's Licence (Class 1) and be experienced in operation of vehicles with manual gearbox
Knowledge, Skills and Experience	<ul style="list-style-type: none"> • Experience in Team Leader & Supervision roles • Demonstrated team building and leadership skills • Operational experience in remote and challenging environments • Experience of managing small/medium projects • Knowledge and experience of industry best practice and safe work practices • Experience in management of engineering assets is desirable • Proficient user of computer-based systems and Microsoft applications, Word, Excel, MS Project, etc • Excellent communication and relationship building skills • Proactive communicator • Ability to build effective stakeholder relationships • Computer literacy, e.g. Word, Excel, Asset Management System, Project Management • Understanding of and commitment to tikanga and Treaty of Waitangi principles. • Understanding of and commitment to learning about tikanga and Treaty of Waitangi principles.

Judgement, temperament and influence	<ul style="list-style-type: none"> • Demonstrates a strong leadership presence within the organisation • Demonstrates an ability to learn, even from difficult situations • Courage to make difficult decisions that may impact individuals and teams adversely • Effective interpersonal skills, including the use of enquiry that supports understanding and adaptability to change. • Self motivated and able to proactively manage own stress levels and those of others • Confronts issues and persists to resolve them
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Antarctica New Zealand values

<p>To honour our obligation to Antarctica:</p> <ul style="list-style-type: none"> • 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
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Role Authorisations

I confirm that this Role Description accurately describes the work of the Winter Engineering Supervisor:

_____ Date

GM Antarctic Operations

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

_____ Date

Winter Engineering Supervisor

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