



Role Description

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| Title | Field Camp Manager | Incumbent | |
| Manager's Title | Programme Support Supervisor | Date of Last Review | 11 February 2022 |
| Team | Field Operations | Location | Kamb Ice Stream, Antarctica |
| Work Environment | This role will require the incumbent to travel to Antarctica for an extended period 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 to successfully achieving the New Zealand Antarctic programme deliverables. The highest standards of environmental care and responsibility are required in all tasks.

This role is based at a deep field camp on the Kamb Ice Stream approximately 1100km south east from Scott Base. The camp will be operational for approximately 40 days and cater for up to 25 people including a hot water drill team, scientists (both NZ & US), camp staff, and traverse team. Operations will be 24/7 for a period of time. The camp will be serviced by a ground-based traverse and fixed wing aircraft and will consist of a large dining/kitchen tent, two science tents, a drill tent and individual sleeping tents. There will also be three Pisten Bullys, several skidoos and two 10kVa generators. Antarctica New Zealand camp staff will comprise the Camp Manager, a Camp Cook, a Camp Mechanic and a general camp support role.

In addition to the work in the field, there will be a requirement to complete pre-season training, assist with pre-field deployment preparation, complete pack down and clean up once back from the field, and write-up end of season reporting and inventories.

The role is responsible for managing the Kamb Ice Stream camp in a safe and efficient manner.

The incumbent of this role could also fulfill a traverse role (refer to traverse roles).

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 resource devoted to peace and science.

Role Purpose

To provide leadership to the personnel at the camp so that all activities are undertaken safely. Foster and maintain a supportive living environment. Work cooperatively with the Science Team Leader and Drill Team Leader.



Work of Role

- Fulfil accountabilities as documented in the Health, Safety and Environmental (HSE) Management Systems including proactive management of risks and resources to prevent harm.
- Assist with the preparation of field equipment ready for deployment to the field.
- Help maintain a clean and safe work and camp environment.
- Coordinate the safe and effective day to day running of the Kamb Ice Stream camp.
- Work proactively with the drill team leader, science team leader, traverse team leader and other camp personnel to ensure a safe, successful and sustainable deployment and camp operation that complies with the HSE permitting requirements.
- Brief all new arrivals to the camp covering physical layout, routines and HSE procedures and coordinate daily camp briefings and planning meetings.
- Foster positive working relationships and group dynamics with the different team leaders and team members.
- Coordinate passenger and cargo movements to and from camp.
- Ensure accurate weather observations are relayed back to Scott Base as required.
- Maintain scheduled communications with Scott Base.
- Maintain field equipment.
- Coordinate and support general camp duties including waste management, meal preparation, potable water production, aircraft ground support, communications, medic, fire and SAR duties.
- Roster day to day activities to ensure appropriate cover is provided allowing for balance between other duties and rest.
- Contribute to creating high performing functional and cross-functional teams using the "Team Process" model.
- Proactively support community needs and contribute to the overall camp or base community.
- Use Discovery (our document management system) to create and maintain accurate and complete electronic records of activities as required (e.g. camp report).
- Any other tasks assigned by the Programme Support Supervisor or Project Manager.

Key Challenges

- Ensuring safety of the team through best practice.
- Living and working in a small, remote community for an extended period with limited opportunity for resupply.
- Remote field location posing logistical and environmental constraints requiring can do approach with good problem solving.
- Pressure on family and other close relationships due to limited means of communication.
- Managing work hours with flexibility to help achieve the overall project objectives, whilst also maintaining sustainable working hours.
- Maintaining professionalism and high standards to deliver quality support when under operational pressures.

Key Functional Relationships

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| Internal | <ul style="list-style-type: none"> • Programme Support Supervisor (PSS) • Operations Solutions Manager • Other Camp & Traverse staff • Other Programme Support staff |
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| | <ul style="list-style-type: none"> • Scott Base Leadership Team (SBLT) • Scott Base staff and event personnel |
| External | <ul style="list-style-type: none"> • Science Team including NZ & US participants • Drilling team |

Minimum Capability Necessary to Work to Role

| Capability Area | Description |
|---|---|
| Qualifications, Certificates and Memberships | <ul style="list-style-type: none"> • Holds current advanced level first aid qualification (Pre-Hospital Emergency Care; pre-hospital trauma life support; advance trauma life support or equivalent) with documented currency in field medical skills. • Hold current full Class 1 New Zealand driver Be certified as 'medically fit' by Antarctica New Zealand's Medical Assessor. |
| Knowledge, Skills and Experience | <ul style="list-style-type: none"> • Previous Antarctic field experience in a field safety / leadership role (desirable). • Previous Search & Rescue as well as incident management experience. • Previous camp management experience (desirable). • Experience of living & working in remote areas and in group situations. • Confident communicator. Must be able to communicate critical issues ahead of time before they become an issue. • Basic user experience and knowledge of skidoos and generators desirable. • Competent user of Microsoft tools (Word, Excel) to maintain accurate records. • Understanding of and commitment to learning about tikanga and Treaty of Waitangi principles. |
| Judgement, Temperament and Influence | <ul style="list-style-type: none"> • Strong culture of safety at all times. • Systematic and organised with the ability to be adaptable to change. • Ability to foster positive working relationships with a range of personalities. • Ability to listen to team members. • Ability to develop workable solutions to issues. • Ability to make potentially difficult decisions for the safety of the camp personnel. • Ability to work effectively independently without direct supervision as well as in team environments. • Highly motivated. • Good self-awareness with regards to managing stress and fatigue. |



Antarctica New Zealand Values

To honour our obligation to Antarctica:

- 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 Field Camp Manager.

GM Antarctic Operations

Date

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

Field Camp Manager

Date

File Name: 2022 Field Camp Manager RD.docx