



Role Description

Title	Field Training Instructor	Incumbent	
Manager's Title	Programme Support Supervisor	Date of Last Review	4 February 2022
Team	Programme Support	Location	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 operates in a hazardous environment where the management of safety and risk are critical to achieving the New Zealand Antarctic programme.

High standards of environmental care and responsibility are required in all our work.

Planning systems are mission critical to the effectiveness and efficiency of the organisation, particularly in the area of logistics, resource allocations and management of large operational projects.

The Programme Support team ensures an effective New Zealand presence in the Ross Dependency through the safe, effective operation of Scott Base and field programme. Field assignments involve providing efficient and flexible logistic support capability to Scott Base and the science community.

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 be responsible for the delivery of Antarctic Field Training, supporting safe field operations and SAR response.

Work of Role

- Fulfil accountabilities as documented in the Health, Safety and Environmental Management Systems including proactive management of risks and resources to prevent harm.
- Fulfil responsibilities as documented in the Information and Records Management Policy, by creating and keeping accurate and complete records of all business activities.
- Plans, coordinates & delivers Antarctic Field Training to Antarctica New Zealand's standards.
- Promotes a learning environment which enables the transfer of knowledge which supports personnel to live and operate safely in Antarctica.
- Provides safety support to specific field events (i.e. supervise field safety, establish camps, coordinate safe travel to/from sites, conduct camp audits)



- Responsible for maintaining best practice safety standards across field training and programme support activities.
- Provides safety/ toolbox briefings and manages the safe loading of personnel and equipment into helicopters/fixed wing aircraft. This includes preparing flight loads, handling of hazardous items, and 'sensitive' cargo (e.g. ice cores).
- Works cooperatively with other Scott Base team members to achieve Antarctic Programme outcomes.
- Identifies, implements, maintains and adapts appropriate risk mitigation measures for all Programme Support activities.
- Maintains safe and tidy work areas of the Hillary Field Centre and surrounds, and assists Field Support staff to ensure Hillary Field Centre operations are safe & effective.
- Maintains electronic Field Training records, documentation and teaching material. Ensures that seasonal reporting items are up to date and completed.
- Performs as a functional member of the Scott Base Summer SAR team promoting "best practice methods" in the role.
- Maintains inventory and maintenance checks on technical field equipment & SAR equipment.
- Contributes to creating high performing functional and cross-functional teams by way of "Team Process" model.
- Proactively identifies community needs and contributes to the overall base community.
- Rostered duties on the Scott Base SAR team and other base tasks as required.
- Any other tasks assigned by the Programme Support Supervisor.

Key Challenges

- Living and working in a small, remote community for up to 6 months.
- The location may place pressure on both the physical and mental well-being of the incumbent, the incumbent's family and other close relationships.
- Managing shift work and maximising time off while most other staff are working.
- Adapting to changing priorities and variance in work hours.
- Maintaining professionalism & high standards when under operational pressures.

Key Functional Relationships

Internal	<ul style="list-style-type: none"> • Other Field Training Instructors and Field Support personnel • Communications Operators • Programme Support Supervisor (PSS) • Scott Base Leadership Team (SBLT) • Operations Solutions Manager • All Scott Base staff and event personnel
External	<ul style="list-style-type: none"> • United States Antarctic Personnel (USAP) FSTP Staff • Other National Antarctic Programmes (Italy, Korea etc.)



Minimum Capability Necessary to Work to Role

Capability Area	Description
Qualifications, Certificates and Memberships	<ul style="list-style-type: none">• Preferably hold a current NZOIA Alpine 2 and/or NZMGA Alpine Trekking Guide (or equivalent) and/or IRATA• Hold a current advanced level first aid qualification (PHEC, Prehospital Trauma Life Support or equivalent).• Hold a current full New Zealand Class 1 driver licence and is an experienced user of manual vehicles.• Be certified as 'medically fit' by Antarctica New Zealand's Medical Assessor.
Knowledge, Skills and Experience	<ul style="list-style-type: none">• Demonstrates proven leadership experience in outdoor instruction and/or guiding environments in alpine/cold weather environment (log book of previous 2 years personal and professional experience required)• Currency in operational SAR and mountain rescue techniques.• Demonstrates the ability and flexibility to adapt to rapidly changing work priorities.• Currency and operational experience working around helicopters and/or fixed wing aircraft.• Confident communicator and must be able to communicate critical issues ahead of time before they become an issue.• Understanding of and commitment to tikanga and Treaty of Waitangi principles.• Possess effective time management, planning and computer literacy skills (MS Outlook, Word and Excel).
Judgement, Temperament and Influence	<ul style="list-style-type: none">• Demonstrates the ability to plan and work efficiently under pressure to deliver critical outcomes.• Ability to foster positive working relationships with a range of personalities.• Possess the personal qualities required to fit in socially and professionally with a diverse range of people.• Ability to work effectively independently without direct supervision as well as in team environments.• Have excellent communication skills.

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 Training Instructor:

GM Antarctic Operations

Date

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

Field Training Instructor

Date