



Role Description

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|------------------------|-------------------|------------------------------|---|
| Title | Field Safety Lead | Incumbent | New |
| Manager's Title | Delivery Manager | Date of Last Review | May 2022 |
| Team | Operations | Geographical Location | Christchurch & Antarctica |
| Direct Reports | None | Work Environment | Office based Travel to Antarctica is part of this role which requires 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 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. Other key activities include the operation of Scott Base; managing logistics to, from and within Antarctica; and raising public awareness of the global significance of the continent and surrounding Southern Ocean.

The Operations Team have an important role in the planning and safe delivery of operational activities at Scott Base. As well as supporting the ambition of the New Zealand Antarctic science community, the Operations Team helps enable the delivery of Scott Base Redevelopment (SBR) project, which will see the existing Scott Base replaced with a fit-for-purpose science and logistics facilities.

Business unit purpose

Antarctica New Zealand's Operations Team provide logistical support for external scientists to achieve their research outcomes. With operational complexity increasing associated with the Scott Base Redevelopment and the Antarctic Science Platform requests, the organisation must work closely with stakeholders to forecast and plan for future requirements.

Role purpose

To manage the safe delivery of the annual Antarctic Field Programme by providing expert knowledge to the event planning processes and to support the requirements of the Event, Health Safety and Environmental Management Systems.

Work of role

Health, Safety and Environment

- Lead HSE investigations as required and champion HSE improvement initiatives.
- Apply Antarctica New Zealand's systems to all event planning work with a focus on Health, Safety, Wellbeing, Risk and Environment.
- Lead the annual review/assessment of field resource requirements necessary to support events achieving their planned objectives safely.
- Lead the annual risk review related to field events and communicate necessary mitigations required to all parties involved (event planning team, parent institutions, external stakeholders etc)
- Contribute to the annual review of Field Operations SOP's.
- Lead the Site Assessment Group and identification of satellite imagery requirements for the upcoming field season.



- Ensure field work is carried out in accordance with ANTNZ operational procedures such as the travel regulations, the Field Operations Manual and other standard operating procedures. This includes, but is not limited to:
 - Air operations (see below)
 - Diving / working on/near water
 - Deep field / field camps/ operations in crevassed terrain and at altitude
- Maintain an active awareness of contemporary and evolving developments in Antarctic field operations, including relevant legislation and regulation, specialist literature, journals and the work of other National Antarctic Programs, COMNAP, ATCM, BTRAG and other professional bodies.
- NZSAR Consultative Committee member and BTRAG committee member.
- Participate as an active Scott Base member of IMT for Coordinated Incident Management Systems (CIMs) responses and fulfil on-call duty roles in Christchurch and Antarctica.
- Any other tasks as documented in the Health and Safety and Environmental Management systems.

Air Operations

- Work with aviation stakeholders to review Safety Management Systems for operations in Antarctica.
- Maintain and align ANTNZ aviation material with contractors, CAA and other regulatory bodies.
- Manage contractual arrangements with aviation stakeholders including review of annual aviation assurance documentation.
- Update and develop ANTNZ aviation related documentation in accordance with programme and scientific needs.
- Oversee ROV/UAV/Drone use in Antarctica – conduct applications and support planning.

Relationship Management

- Liaise with Event Managers, Universities and/or parent institutes to understand planning priorities, safety planning and risk mitigation.
- Lead and maintain stakeholder relationships with aviation providers such as Southern Lakes Helicopters and Ken Borek Air.
- Maintain effective relationships with National Antarctic Programme partners.
- Represent ANTNZ at international and national professional and public forums related to Antarctic field operations and safety.
- Develop and maintain highly effective relationships with internal stakeholders such as Policy, Environment and Safety team.

Event Planning

- Ensure Antarctica New Zealand field safety systems and review processes are integrated within the Event Planning process.
- Support the Event Planning process, including the request and review of planning data, optimisation of event resourcing and interdependencies to promote the annual Antarctic Programme Plan and operational budget cycle.
- Contribute to the Support Level Agreement Process run by Operations Support.

Training and recruitment

- Lead the annual recruitment process for the Scott Base field team and Operations Scheduler to develop high functioning and successful teams.
- Lead the annual planning and delivery for field operations as part of ANZAP, including JASART, helicopter competency and field training.
- Lead pre-deployment training in NZ and Antarctica to support and develop the field team.
- Lead SERE staff recruitment, program management and budgeting with the RNZAF Survival Training School at Whakapapa (with SNO support).
- Identify opportunities within team for development, ongoing training and mentoring.
- Develop strategies within the organisation to increase and grow the recruitment pool, the experience and quality of applicants.



Field Equipment and Procurement

Manage annual inspection of technical gear to ensure fit for purpose including identifying replacement or alternative equipment/specifications using up to date industry knowledge and experience and the smart asset inventory system.

Publications

- Lead the annual Antarctic Operations field publications review cycle to ensure all documents are current (Dive, UAS, ROV).
- Develop an integrated Field Operations Manual and management of document structure.

Other Tasks

- Act as member of the Scott Base Leadership Team on ice for a minimum period of three months across the Antarctic summer season.
- Demonstrate “super user” capability with bespoke IT tools developed for Event Planning (EMPEROR and SmartAsset) for coordination and delivery of Event Planning processes.
- Fulfil accountabilities as described in the Information and Records Management Policy for creating and centrally storing accurate and complete records of your own business activities.
- Any other task assigned by the Delivery Manager or the GM Antarctic Operations.

Key challenges

- Ensuring the organisational health and safety, and environmental objectives are embedded in all planning and activities at Scott Base, including the field
- Identifying opportunities to enhance the content and implementation of Antarctica New Zealand's safety system, at Scott Base
- Working closely with other Antarctic Operations staff.
- Maintaining attention to timelines to ensure delivery of the seasonal plan is on time.
- Ensuring a high level of operational discipline is maintained throughout event planning, execution and review processes.
- Managing stakeholder's expectations to achieve their planned objectives within the annual seasonal programme.
- Living and working at Scott Base for up to 3 months at a time (as required).

Key functional relationships

| | |
|-----------------|---|
| Internal | <ul style="list-style-type: none"> • Scott Base Leadership Team • Operations Team • Health and Safety, Risk, and Environmental Managers • Asset Engineering Team • Senior National Officer • Internal Event Managers, including SBR |
| External | <ul style="list-style-type: none"> • Other National Antarctic Programme planning/operational personnel • Aroaki/Mount Cook SAR and DOC. • NZDF • NZ SAR community • Event Leaders and personnel |



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 as a minimum qualification (or equivalent)• Hold a current advanced level first aid qualification (PHEC or equivalent)• Hold a current full New Zealand Class 1 driver licence and is an experienced user of manual vehicles |
| Knowledge, Skills and Experience | <ul style="list-style-type: none">• Minimum of three years Operational leadership experience in outdoor instruction and/or guiding environments in alpine/cold weather environment (log book of previous 2 years personal and professional experience)• Currency in operational SAR and mountain rescue techniques• Proven field and logistics planning experience in Antarctica or similar remote environments• Preferably knowledge and experience in HSE investigation methodology• Operational currency and experience working around helicopters and/or fixed wing aircraft• Previous project and staff personnel management experience• Ability and flexibility to adapt to rapidly changing work priorities.• Understanding of and commitment to tikanga and Treaty of Waitangi principles• Effective written and verbal communicative skills• Exceptional planning and organisational skills• Computer literate, e.g. Word, Excel, MS Project and Asset Management Systems |
| Judgement, temperament and influence | <ul style="list-style-type: none">• Demonstrates a strong leadership presence within the organisation• Effective in the ability to develop strong relations with business partners and international stakeholders• Possess the personal qualities required to fit in socially and professionally with a diverse range of people• Confident communicator and must be able to communicate critical issues ahead of time before they become an issue• Demonstrates the ability to plan and work efficiently under pressure to deliver critical outcomes• Ability to work effectively independently without direct supervision as well as in team environments• Have excellent communication skills• Demonstrate an ability to learn, even from difficult situations. |



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

Roles authorisations

I confirm that this Role Description accurately describes the work of the Field Safety Lead.

GM Antarctic Operations

Date

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

Field Safety Lead

Date