



Role Description

Title	Field Support – (Summer-Winter)	Incumbent	
Manager's Title	Programme Support Supervisor/Winter leader	Date of Last Review	February 2023
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. Close cooperation is required with New Zealand Defence, other Crown agencies and the United States Antarctic Programme to meet strategic objectives.

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 and effective operation of Scott Base and the field programme. Field Support duties involve provision of efficient and flexible logistic support capability, which is appropriately resourced to support New Zealand's Antarctic Programme 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 coordinate logistics support and the safe and efficient preparation, deployment and repair of field resources for personnel operating from Scott Base, Antarctica.

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.
- Coordination, preparation, issuing and maintenance of field equipment.
- Organising cargo into helicopter and fixed wing flight loads and completing associated documentation.
- Preparing, building and rigging helicopter sling loads for transport including in remote and isolated locations and in challenging conditions.



- 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).
- Supporting aircraft operations in remote isolated locations including loading, refuelling and radio communications.
- Provides support in the field to events (i.e. establish camps, field travel to/from sites, field camp audits).
- Undertakes dynamic risk assessment in remote locations
- Responsible for maintaining best practice safety standards and a supportive customer service attitude to visiting personnel across all interactions – resource coordination, science event preparation etc.
- Fulfil accountabilities as described in the Information and Records Management Policy for creating and centrally storing accurate and complete records of Field Support activities.
- Maintains safe and tidy work areas of the Hillary Field Centre and Scott Base helicopter operating area.
- Performs as a functional member of the Scott Base Summer SAR team and leads Scott Base Winter SAR team to ensure members are adequately trained, functional and ready to respond.
- Assists Field Trainers to maintain local travel and recreational routes during summer and provides leadership in a field safety role for Scott Base activities through the winter months.
- Maintains electronic Winter Field Support documentation and reporting procedures.
- Maintains inventories of field food and field equipment. Identifies requirements and follows the procurement process for replacements as necessary
- As part of the Winter Works Programme thoroughly service, clean, repair and prepare all field equipment ready to issue for the summer.
- Contributes to creating high performing functional and cross-functional teams by way of "Team Process" model.
- Works cooperatively with other Scott Base team members to achieve Antarctic Programme outcomes.
- Demonstrate a high level of support to all personnel at Scott Base.
- Proactively identifies community needs and contributes to the overall base community.
- Rostered duties on the Scott Base Fire/ SAR team and other base tasks as required.
- Any other tasks assigned by the Programme Support Supervisor, SBLT or Winter Base Leader.

Key Challenges

- Living and working in a small, remote community for up to 13 months.
- Ability to maintain a positive outlook while under pressure and responding to rapidly changing priorities and variable work hours. .
- Maintaining motivation and work quality (including repetitive tasks) 6 days a week for up to 13 months. This may include proactively seeking work during quieter periods.
- Maintaining professionalism & high standards when under operational pressures.
- Managing shift work and maximising time off while most other staff are working.
- Maintaining good interpersonal communication skills and a 'can do' attitude to ensure visiting events are supported.
- Resilience to living in a small communal environment for up to 6 months (e.g. shared rooms, communal bathrooms etc.).
- 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); the incumbent's family and other close relationships.



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Key Functional Relationships

Internal	<ul style="list-style-type: none"> • Programme Support Supervisor • Other Programme Support Staff • Scott Base Leadership Team (SBLT) • Winter Base Leader • Operations Solutions Manager • Planning and Delivery Manager • Scott Base staff and event personnel
External	<ul style="list-style-type: none"> • US Antarctic Programme Personnel

Minimum Capability Necessary to Work to Role

Capability Area	Description
Qualifications, Certificates and Memberships	<ul style="list-style-type: none"> • Hold a current NZOIA Alpine 1 and / or NZMGA Hard Ice Guide and/or IRATA 1 or equivalent experience. • Current advanced level first aid qualification (PHEC, Prehospital Trauma Life Support or equivalent). • Hold a current full Class 1 New Zealand driver licence and is an experienced user of manual vehicles. • Current Forklift/ Telehandler Operators certification is desirable. • Be certified as 'medically fit' by Antarctica New Zealand's Medical Assessor.
Knowledge, Skills and Experience	<ul style="list-style-type: none"> • A minimum of 3 – 5 years operational experience working around helicopters and/or fixed wing aircraft. • Leadership experience and currency working in outdoor safety roles (i.e. mountaineering, tramping, skiing) preferably in alpine/cold weather environments. • Currency in operational Land SAR and/or mountain rescue techniques. • Ability to prepare field equipment and build and coordinate sling/flight loads including in remote locations. • Manage the safe loading of personnel and equipment into helicopters and fixed wing aircraft, provide safety briefings and complete associated documentation • Experience leading and managing groups in the outdoors including in challenging climatic conditions. • Demonstrates the ability to operate flexibly and adapt to rapidly changing work priorities. • Confident communicator and must be able to communicate critical issues ahead of time before they become an issue. • Demonstrates current knowledge in maintaining and repairing field equipment (i.e. tents and stoves). • Demonstrated ability and experience in inventory/stock management.



	<ul style="list-style-type: none"> • Possess effective time management, planning and computer literacy skills (MS Outlook, Word and Excel). • Understanding of and commitment to tikanga and Treaty of Waitangi principles. •
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 and a customer service attitude to ensure visiting events are supported. • Have the ability to positively accept/provide feedback.

Antarctica New Zealand Values

To honour our obligation to Antarctica:

- **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

Role Authorisations

I confirm that this Role Description accurately describes the work of the Field Support (Winter):

GM Antarctic Operations

Date

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

Field Support (Winter)

Date