



Role Description

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| Title | Field Training Instructor | Incumbent | |
| Manager's Title | Programme Support Supervisor | 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.

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 any Search and Rescue response 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.
- Plans, coordinates & delivers Antarctic Field Training to Antarctica New Zealand's standards.
- Promotes a positive and open 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 activities, establish camps, coordinate safe travel to/from sites, conduct camp audits)
- Provides safety/ toolbox briefings and manages the safe loading of personnel and equipment into helicopters/fixed wing aircraft.
- 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
- Fulfil accountabilities as described in the Information and Records Management Policy for creating and centrally storing accurate and complete Field Training records, documents and teaching material. Ensures that seasonal reporting items are up to date and completed.
- Responsible for maintaining best practice safety standards and a supportive customer service attitude to visiting personnel across all interactions - field training, science event preparation etc.
- 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.
- 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.
- 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 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 or SBLT.

Key Challenges

- Living and working in a small, remote community for up to 6 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 6 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.

Key Functional Relationships

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|------------------------|---|
| <p>Internal</p> | <ul style="list-style-type: none"> • Programme Support Supervisor (PSS) • Other Programme Support staff • Scott Base Leadership Team (SBLT) • Operations Solutions Manager • Planning and Delivery Manager • Scott Base staff and event personnel |
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| External | <ul style="list-style-type: none">• United States Antarctic Personnel (USAP) FSTP Staff• Other National Antarctic Programmes (Italy, Korea etc.) |
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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 2 and/or NZMGA Alpine Trekking Guide and/or IRATA or equivalent experience• 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">• A minimum of 3 – 5 years 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).• Skilled at leading and managing groups in the outdoors including in challenging climatic conditions.• 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 in remote locations.• Confident communicator and must be able to communicate critical issues ahead of time before they become an issue.• 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 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