



Role Description

Title	Operations Scheduler	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 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.

Scott Base maintains a 24/7 operation, 365 days a year. Planning and scheduling systems are critical to the effectiveness and efficiency of the organisation, particularly in the area of logistics, resource allocations and management of deep field events.

The Operations Scheduler will be responsible for accurate and timely information being communicated to a wide range of programme personnel and stakeholders.

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 detailed planning, scheduling, coordination and communication support to deliver the Antarctic season plan.

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.
- Coordinates and optimises helicopter and fixed wing logistics, scheduling and flight planning.



- Regularly updates the planned schedule throughout the summer season using Antarctica New Zealand's reporting and database tools (EMPEROR, Smart Asset).
- Maintains an overview of resource constraints and communicates any potential impacts on the safe delivery of the Antarctic season plan.
- Leads and coordinates weekly planning meetings to ensure a clear overview of operational requirements is maintained with the Scott Base Leadership Team (SBLT) and Christchurch Logistics Manager.
- Communicates any on-site support requests from event personnel and Scott Base personnel to the Scott Base Leadership Team (SBLT).
- Coordinates the communication of information to and from field parties.
- Maintains professional relationships with colleagues in the US and other National Antarctic Programmes.
- Coordinates annual seasonal compliance and reporting requirements with the Programme Support Supervisor and maintains role specific documentation. .
- Contributes to creating and maintaining a high performing functional team and wider cross-functional teams by way of our "Team Process" model.
- Proactively identifies community needs and contributes to the overall base community.
- Rostered duties on the Scott Base Fire Crew 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.

Key Functional Relationships

Internal	<ul style="list-style-type: none"> • Programme Support Supervisor (PSS) • Logistics Manager • 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 – US Helicopter/Fixed Wing • Other National Antarctic Programmes (e.g. Italy, Korea etc.)

Minimum Capability Necessary to Work to Role

Capability Area	Description
Qualifications, Certificates and Memberships	<ul style="list-style-type: none"> • Holds Operations Management, Scheduling or Project Management qualification or equivalent experience. • Hold a current First Aid qualification (Unit Standard 6401, 6402). • Hold a current NZ full class 1 driver licence and is an experienced user of manual vehicles.



	<ul style="list-style-type: none"> • Be certified as 'medically fit' by Antarctica New Zealand's Medical Assessor.
Knowledge, Skills and Experience	<ul style="list-style-type: none"> • Experience working with National Antarctic Programmes at an operational level is highly desirable • Operational leadership experience in Antarctica and/or the Aviation industry would be an advantage. • Logistics experience managing operations in remote locations. • Other relevant experience in operations/scheduling/logistics • Understanding of and commitment to tikanga and Treaty of Waitangi principles. • Demonstrates the ability and flexibility to adapt to rapidly changing work priorities. • Possess effective time management, planning and excellent computer literacy (MS Outlook, Word and Excel).
Judgement, Temperament and Influence	<ul style="list-style-type: none"> • Possess the personal qualities required to fit in socially and professionally with a diverse range of people. • Demonstrate the ability to work effectively without direct supervision. • 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 Operations Scheduler:

GM Antarctic Operations

Date

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

Operations Scheduler

Date