



## Role Description

<b>Title</b>	Medic / Domestic	<b>Incumbent</b>	
<b>Manager's Title</b>	Base Services Supervisor	<b>Date of Last Review</b>	January 2024
<b>Team</b>	Base Services	<b>Location</b>	Scott Base
<b>Work Environment</b>	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 in 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 the management of safety and risk are critical to achieving the New Zealand Antarctic programme deliverables. High standards of environmental care and responsibility are required in all our work.

The Base Services Team ensures an effective New Zealand presence in the Ross Dependency through the safe and efficient delivery of hospitality services on and around base. This includes the provision of day-to-day accommodation, catering and welfare requirements and ensuring base cleanliness and associated equipment is maintained to the highest standard.

### 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

The Medic is responsible for the provision of first aid services and medical functions at Scott Base. In addition, the Domestics are responsible for the cleanliness and hygiene of amenities at the Base.

### Work of Role

#### Medic

- Lead the provision of medical services and emergency medical response for Scott Base personnel (either on base or in the field).
- Promote health and wellbeing initiatives for Scott Base personnel.
- Manage medical consumables, including first aid kits, self-help medications, and controlled drugs. Ensure medical equipment is working and fit for purpose.
- Maintain and update patient records using ANTNZ online system.



- Maintain positive working relationships with the McMurdo medical team and Antarctica New Zealand's Medical Advisor.
- Ensure appropriate staff are made aware of relevant medical concerns while maintaining patient confidentiality.

#### **Domestic**

- Maintain Scott Base cleanliness and hygiene standards in conjunction with the other domestics.
- Ensure common areas, bathrooms, accommodation areas and workspaces are clean and fit for purpose. Report any hazards or maintenance requirements.
- Prepare bedrooms for occupation and perform laundry duties.
- Ensure Scott Base personnel understand their responsibilities in maintaining a communal living space.
- Assist with inventory management of domestic stores and cleaning equipment and assist the Base Services Supervisor with ordering.
- Compliance with New Zealand legislation in regard to health and food safety standards.
- Adhere to Antarctic specific biosecurity and environmental priorities, including waste management, chemical handling procedures and minimising food waste.

#### **General**

- Fulfil accountabilities as documented in the Health, Safety and Environmental Management Systems including proactive management of risks and resources to prevent harm.
- 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.
- Assist with co-ordination of special occasions and events that contribute to delivery of the Antarctic programme and community wellbeing.
- Proactively identify community needs and contribute to the overall base community.
- Perform rostered duties on the Scott Base Fire Crew and other base tasks as required.
- Complete any other task assigned by the Base Services Supervisor, Winter Base Leader or the Scott Base Leadership Team.

### **Key Challenges**

- Living and working in a small, remote communal environment for up to 13 months (e.g. shared bunk rooms, communal bathrooms etc)
- Ability to maintain a positive outlook while under pressure and responding to changing priorities and spontaneous requirements for medical support alongside the normal domestic tasking both during and outside of normal work hours
- Self-management of work/life balance
- Maintaining motivation and work quality (including repetitive tasks) 6 days a week
- Manual handling, use of heavy machinery such as floor polishers and physical demands of working on your feet for extended periods
- Maintaining a customer service focus when managing the demands of visiting personnel needing support
- Upholding patient confidentiality in a small and open community
- Managing health, safety and hygiene in close communal living spaces
- The location and role may place pressure on the physical and mental well-being of the incumbent (e.g. at time long work hours, 24-hour daylight/darkness); the incumbent's family and other close relationships.



### Key Functional Relationships

<b>Internal</b>	<ul style="list-style-type: none"> <li>• Domestic Services Team</li> <li>• Chef Team</li> <li>• Field Trainers and other staff with advanced first aid experience</li> <li>• Scott Base Leadership Team</li> <li>• Winter/Summer Base Leader</li> <li>• Base Services Manager</li> <li>• All Scott Base</li> </ul>
<b>External</b>	<ul style="list-style-type: none"> <li>• McMurdo Medical Team</li> <li>• Antarctica New Zealand Medical Advisor</li> <li>• Event personnel visiting Scott Base</li> <li>• United States Antarctic Programme Personnel</li> </ul>

### Minimum Capability Necessary to Work to Role

<b>Capability Area</b>	<b>Description</b>
<b>Qualifications, Certificates and Memberships</b>	<ul style="list-style-type: none"> <li>• Diploma in nursing, ambulance practice or relevant healthcare industry qualifications.</li> <li>• Hold a current First Aid certificate (Unit Standard 6401, 6402).</li> <li>• Hold a current NZ full class 1 driver licence and is an experienced user of manual vehicles.</li> <li>• Be certified as 'fit' for Antarctic employment by Antarctica New Zealand's Medical Assessor.</li> </ul>
<b>Knowledge, Skills and Experience</b>	<ul style="list-style-type: none"> <li>• Must have relevant healthcare experience, such as nursing, paramedicine or in a dedicated first response role (e.g. ambulance or ski patrol).</li> <li>• Must be experienced with nasopharyngeal viral swabbing.</li> <li>• Broad knowledge of treatments for common injuries and illnesses and the ability to manage these effectively.</li> <li>• Must have proven experience in commercial cleaning or housekeeping roles.</li> <li>• Understanding of and commitment to tikanga and Te Tiriti o Waitangi (Treaty of Waitangi) principles.</li> <li>• Demonstrate a strong customer service focus.</li> <li>• Be computer literate with MS Outlook, Word and Excel.</li> <li>• Possess good time management and planning skills.</li> <li>• Be capable of learning the use of new equipment and understanding the operational use and environmental impact of chemicals.</li> </ul>
<b>Judgement, Temperament and Influence</b>	<ul style="list-style-type: none"> <li>• Possesses high ethics and integrity.</li> <li>• Creates order and maintains a strong attention to detail.</li> <li>• Ability to foster positive working relationships with a range of personalities.</li> <li>• Values open and honest communication.</li> </ul>



	<ul style="list-style-type: none"><li>• Ability to work alone or in a team environment.</li><li>• Demonstrate the ability to work efficiently and effectively under personal and general pressure and maintain a positive outlook.</li></ul>
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## 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 Medic/Domestic:

\_\_\_\_\_  
GM Antarctic Operations

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Medic / Domestic

\_\_\_\_\_  
Date

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