



Role Description

Title	Technical Support (Summer-Winter)	Incumbent	
Manager's Title	Engineering Supervisor	Date of Last Review	January 2024
Team	Engineering	Location	Scott Base
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. The management of safety and risk are critical to achieving the New Zealand Antarctic programme objectives. The highest standards of environmental care and responsibility are required in all tasks.

The Engineering team are responsible for ensuring that Scott Base and its assets are well maintained and operated to support New Zealand's ongoing activities in Antarctica.

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

This role operates and maintains New Zealand operated scientific installations in Antarctica. The role also ensures the Information Technology assets and facilities at Scott Base are continually functional.

Work of Role

- Gather data and perform routine operational and maintenance tasks on a range of atmospheric instruments measuring CFC's, Ozone and greenhouse gases.
- Gather data and perform routine operational and maintenance tasks on Antarctic based scientific equipment – including deployment of additional scientific equipment as required.
- Conduct routine and non-routine health and environmental testing of water and wastewater at Scott Base and report on the results.
- Share the role of Laboratory Manager with the Technical Support Summer role and maintain oversight of laboratory induction and use.
- Assist with the management of Hazardous Substance cabinets and storage areas at Scott Base, including maintaining inventories and ensuring compliance with New Zealand legislation.



- Fulfil accountabilities as documented in the Health, Safety and Environmental Management Systems including proactive management of risks and resources to prevent harm.
- Maintain regular communication regarding results, issues and activities with science event managers.
- Assist with desktop and IT support of Scott Base staff and visiting event personnel in collaboration with the Summer Technical Support role and the Christchurch IT team.
- Assist the IT team with IT system maintenance & ensure there are no unauthorised changes are made to the environment.
- Undertake daily, weekly and monthly repetitive tasks across a range of work areas and maintain high standards of quality and attention to detail.
- Maintain a clean and safe work environment in the Scott Base & Arrival Heights laboratories.
- Proactively contributes to the overall base community.
- Fulfil accountabilities as described in the Information and Records Management Policy for creating and centrally storing accurate and complete records using Smart Asset and Discovery (our document management system).
- Rostered duties on the Scott Base Fire Crew and other base tasks as required.
- Provide assistance to other engineering team members as required.
- Identify opportunities for process or system improvement and communicate these to the Engineering Supervisor.
- Any other tasks assigned by the Engineering Supervisor or the Scott Base Leadership Team.

Key Challenges

- Maintaining a high quality of work specifically across repetitive data collection and instrument maintenance tasks.
- Ability to maintain a positive outlook while under pressure and responding to rapidly changing priorities.
- Operating in a two-person team during the summer months to prioritise and complete work, utilising individual strengths.
- Actively managing end user expectations in relation to high latency satellite connection and internet access.
- Maintaining good interpersonal communication skills and a 'can do' attitude to ensure visiting events are supported.
- Daily vehicle travel to scientific installations and the majority of time spent working alone during winter months in challenging climatic conditions.
- Ability to self-manage and prioritise conflicting demands.
- Maintaining motivation and work quality (including repetitive tasks) 6 days a week for up to 13 months.
- Resilient to living in a small communal environment for up to 13 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/darkness); the incumbent's family and other close relationships.



Key Functional Relationships

Internal	<ul style="list-style-type: none"> • Engineering Supervisor • Scott Base Leadership Team • Information Technology Team • Delivery Manager • Engineering Facilities Planner • Asset Manager • Asset Management Engineers • Scott Base staff
External	<ul style="list-style-type: none"> • Event personnel visiting Scott Base • United States Antarctic Programme personnel • Science Partners and Principal Investigators • Other Crown Agencies

Minimum Capability Necessary to Work to Role

Capability Area	Description
Qualifications, Certificates and Memberships	<ul style="list-style-type: none"> • A relevant IT, Computing or Science qualification. • Hold a current First Aid qualification (Unit Standard 6401, 6402). • Hold a current Full Class 1 New Zealand Driver Licence and experienced in operation of vehicles with manual gearbox. • Be certified as 'medically fit' by Antarctica New Zealand's Medical Assessor. <p>Preferably</p> <ul style="list-style-type: none"> • A current Electrical Service Technician practicing license.
Knowledge, Skills and Experience	<ul style="list-style-type: none"> • At least 5 years post-qualification experience in computing, network support and corporate IT work. • Computer and network diagnostic and repair skills. • Experience in electronics & operating test equipment is desirable. • An understanding of physics, biological sciences and the scientific method. • Well-developed time management and organisational skills • Demonstrate a logical approach to problem solving. • Ability to self-manage and work independently. • Experience supporting Windows/DOS/MacOS/Linux operating system and software. • Knowledge/Experience supporting TCP/IP networks. • Knowledge/Experience in Network Infrastructure Support • Understanding of and commitment to tikanga and Te Tiriti o Waitangi (Treaty of Waitangi) principles <p>Preferably:</p> <ul style="list-style-type: none"> • Operational laboratory experience
Judgement, Temperament and Influence	<ul style="list-style-type: none"> • Demonstrates the personal qualities required to fit in socially and professionally with a diverse range of people in a potentially stressful environment.



	<ul style="list-style-type: none">• Ability to adapt quickly across a range of tasking with shifting priorities.• Able to work without direct supervision.• Able to work closely in a two-person team and divide/prioritise tasks as required.• Excellent communication skills and a strong customer service focus.• Ability to positively receive/provide feedback.
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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 Technical Support (Winter):

GM Antarctic Operations

Date

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

Technical Support (Winter)

Date