

Role Description

Title	Programme Advisor – NZ-US Antarctic Research Programme (fixed term)	Incumbent	
Manager's Title	Chief Scientific Advisor	Date of Last Review	April 2025
Team	Science	Geographical Location	Christchurch
Direct Reports	None	Work Environment	Office based

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 overarching organisational goal is to continue to play an influential role in the kaitiakitanga (guardianship) of Antarctica and the Southern Ocean as a natural reserve devoted to peace and science. We do this by facilitating high-quality scientific research in Antarctica and supporting initiatives to protect the environment.

Antarctica New Zealand is responsible for supporting the Catalyst Strategic New Zealand – United States Joint Antarctic Research Programme. This investment aims to advance capability in strategic areas, building New Zealand's reputation for Antarctic research collaboration. It will enable New Zealand researchers to partner with leading experts in the United States that are supported by the National Science Foundation (NSF) Office of Polar Programmes on a programme of Antarctic and Southern Ocean research.

The programme will enhance New Zealand and the US's joint contribution to global research efforts, in particular 'Antarctica InSync', a global initiative for coordinated synchronous scientific observation in and around Antarctica to better understand climate and ecosystem connections in the region.

Business unit purpose

To ensure that New Zealand maintains a high quality, internationally recognised Antarctic science programme that is communicated to relevant stakeholders, and to promote science outcomes that contribute to New Zealand's obligations and strategic priorities as part of the Antarctic Treaty System.

Role purpose

Develop and implement the required administrative systems and processes to enable the achievement of the Research Programmes' objectives within the establishment phase.

This is a fixed-term position, 1 FTE role, to provide additional resource during the establishment phase and conclusion of the funding period. Antarctica New Zealand would consider potential secondment arrangements.



Work of role

Research Programme Management

- Develop, document, and implement efficient and effective administrative systems for the Programme, leveraging existing processes where appropriate.
- Assist in the facilitation of workshops aimed at identifying potential scientific focus areas for the Programme.
- Develop and implement appropriate research contract management processes.
- Establish research contracts with the selected science providers.
- Prepare material and manage contestable funding rounds.
- Develop systems and processes to assess and report on the programme's performance and risks, in keeping with Antarctica New Zealand's policies and procedures.
- Monitor progress and performance of the research programme, including science outputs and fiscal oversight of the budget and expenditure.
- Advise programme leadership on research progress, risks and opportunities.
- Communicate effectively with stakeholders, including researchers and advisory group members to achieve desired outcomes.

Research Programme Coordination

- Support the operations of the research programme under the direction of the Chief Scientific Advisor (AntNZ).
- Coordinate internal and external reporting processes including production of draft reporting forms, timetabling, process record-keeping, extracting data from internal reports and uploading external reports to online reporting hubs
- Coordinate contracting processes including drafting of contracts, coordinating approvals, maintaining records and management of contract renewal timetables
- Ensure all required policies and procedures are followed and advise the programme leadership of relevant Antarctica New Zealand policies
- Produce relevant electronic newsletters including scheduling, consultation with AntNZ communications team.
- Liaise with the AntNZ communications team around timing and content of public communication about the programme, consulting with MBIE where relevant.

Administration

- Coordinate travel and logistics for focus groups and workshops, including arranging travel, booking venues, and managing associated communication.
- Organise various meetings including scheduling, meeting invitations, venues.
- Monitor and manage any shared email inbox and calendar.
- Provide secretarial support (including minute taking and administration)
- Take responsibility for accurate and timely filing of documents on the AntNZ "Discovery" SharePoint site.

Other Tasks

- Fulfil accountabilities as documented in the Health, Safety and Environmental Management Systems.
- 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.
- Any other task assigned by the Chief Scientific Advisor.

Key challenges

- Understanding the New Zealand science sector as it relates to Antarctic research, and how it interacts with those of NSF.
- Understanding Māori research interests and aligning opportunities to build capacity and capability.
- Managing complex relationships and conflict.
- Developing and maintaining strong relationships with government and international research stakeholders.
- Encouraging effective engagement between researchers and end-users.

Key functional relationships

Internal	<ul style="list-style-type: none"> • Science Team • Communications Team • Operations Team • Finance Team • Administration Team • Policy, Environment & Safety Team • CEO's EA
External	<ul style="list-style-type: none"> • Governance Group or similar body • Foundation (NSF) Office of Polar Programmes • Independent scientific review panel • Ministry of Business and Innovation • Government stakeholders • Research end-users • Antarctic researchers and research organisations

Minimum capability necessary to work to role

Capability area	Description
Qualifications, Certificates and Memberships	<ul style="list-style-type: none"> • Bachelor's degree or equivalent post-secondary training, preferably in a relevant science discipline
Knowledge, Skills and Experience	<ul style="list-style-type: none"> • At least five years' experience in Research Management (or equivalent) • Working knowledge of New Zealand science and innovation system, including funding and reporting mechanisms • Experience in a broad range of positions relevant to this role (e.g. contracts management, project management, relationship management) • Experience in contract management • Experience with funding mechanisms and proposal process management • Experience in administering interdisciplinary, multi-organisational research programmes • Understanding of and commitment to tikanga and Treaty of Waitangi principles • Strong track record in project management • Financial understanding of research programmes, and ability to prepare and manage budgets • Strong organisational and time management skills • Ability to work independently • Good writing skills • Outstanding networking, influencing, and relationship management skills • Ability to solve problems in a collaborative and constructive manner



Judgement, temperament and influence	<ul style="list-style-type: none">• Pro-active, taking ownership of tasks and anticipates needs• Demonstrates ability to learn, even from difficult situations• Able to earn respect of peers, staff and stakeholders• Effective interpersonal skills• Confronts issues and persists to resolve them• Able to manage conflicts of interest• Strong professional networks and relationships• Strong communication and negotiation skills; able to work with multiple parties, establish rapport quickly, put people at ease while influencing and achieving outcomes and building long-term relationships• Professional manner and positive attitude• Comfortable working in a small team and taking on lateral tasks to achieve required outcome• Systematic and organised, with an ability to be flexible and adaptive to changing requirements.
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Antarctica New Zealand values

- **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

Roles authorisations

I confirm that this Role Description accurately describes the work of the Programme Advisor – NZ-US Antarctic Research Programme

Chief Scientific Advisor

Date

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

Programme Advisor – NZ-US Antarctic Research Programme

Date