

ROYAL FOREST AND BIRD PROTECTION SOCIETY OF NEW ZEALAND INC.

JOB DESCRIPTION

JOB TITLE

Tarapuruhi Bushy Park Forest Sanctuary Manager (new)

PURPOSE

The Tarapuruhi Bushy Park Forest Sanctuary Manager is responsible for ensuring the protection and promotion of this nationally significant remnant of lowland indigenous forest, in consultation with the Tarapuruhi Bushy Park Trust and Forest & Bird.

The Sanctuary Manager is primarily responsible for initiating, developing and coordinating a programme of work involving the community and volunteers to address day-to-day field work as well as the more strategic elements of sanctuary management. In particular:

- Maintain the pest-free (with exception of mice) status of the sanctuary by taking appropriate action to ensure the risk of predator incursion is minimised;
- Conduct year-round animal and weed control to maintain healthy forest habitat within the sanctuary;
- Conduct suppression operations for mouse control as required;
- Establish and maintain an effective animal and weed pest monitoring programme;
- Actively work with Forest & Bird and the Bushy Park Trust to acquire and manage funds for the long-term management of the forest sanctuary;
- Maintain sanctuary conservation assets such as the predator proof fence, tracks, signs and other facilities (excluding the homestead and associated facilities) in good condition to secure the sanctuary from pest invasion, enable safe visitor access to the sanctuary, provide interpretive visitor guidance and on-site education opportunities;
- Promote the sanctuary as a cultural, educational and biodiversity asset to the wider community and tourists;
- Report monthly to Forest & Bird, Bushy Park Trust, other stakeholders and funders as agreed.
- Sit on the Board of the Bushy Park Trust as an ex officio member/committee member/trustee??
- Maintain a positive working relationship with Ngaa Rauru Kiiitahi and hapū.

SPECIFIC DUTIES & RESPONSIBILITIES

Project Operations: Management of Conservation Activities

Biosecurity: Manage the sanctuary to maintain its pest-free (excluding mice) status:

- Respond effectively to all pest animal incursions or breaches of the biosecurity infrastructure, including additional monitoring as required.
- Implement pest animal control in the forest utilizing the latest best practice principles and technology available.
- Conduct regular pest animal monitoring programmes with a minimum of 4 rodent audits/ year showing 0% rat tracking & (ideally) under 10% mouse tracking;
- Develop and implement an annual weed control & maintenance plan to maintain a healthy forest habitat;
- Facilitate support for weed control beyond the fence where required to reduce pressure on the sanctuary.
- Manage pest animal control in the halo around the sanctuary, including planning, contractor co-ordination and reporting.
- Promote the protection of native species beyond the fence.

Biodiversity: Manage the sanctuary to maximize its biodiversity value:

- Enhance biodiversity of the forest and wetlands, including coordinating translocations where appropriate.
- Where possible provide support to national species recovery plans through translocations into or out of the Sanctuary;

- Increase the forest habitat through appropriate revegetation of degraded areas of forest and previously grazed areas inside the fence to provide a suitable mosaic of habitat for native species;
- Support ecologically sound revegetation practice by providing oversight to the on-site plant nursery operations.

Staff, Contractor, and Volunteer Management

- Maintain and grow volunteer contribution.
- Manage contractors carrying out work at or for the Sanctuary, from engagement, induction, implementation through to close-out and reporting. Escalate risks or issues to management as required.
- Ensure all project personnel receive an appropriate induction, including health & safety, job specific requirements, and access to appropriate field equipment.
- Hold regular volunteer, team and/or contractor meetings as required to ensure safe implementation of conservation work.
- Coordinate and train volunteers to ensure they can carry out their conservation tasks efficiently, effectively and safely.
- Review monthly reports from contractors and provide feedback and/or support as needed.
- Provide effective personnel management and mentoring for project staff, including development and review of individual work plans, and performance monitoring against those plans.
- Oversee the cleaning of volunteer-related buildings and infrastructure (Visitor Centre, Volunteer space, workshop, contractor accommodation and bathroom).
- Coordinate bookings for the accommodation attached to the manager's office and volunteer hub which is not available commercially.
- Organise volunteer recognition events during the year.
- Communicate on a regular basis with volunteers and stakeholders, using a variety of appropriate platforms, which could include social media, to share information about project results, procedural changes and news of conservation outcomes achieved.

Partnership building & Collaboration

- Maintain and strengthen the working partnership with the Bushy Park Trust to build long-term stability for the Sanctuary. Active involvement in both the Forest Committee and as a Member of the Bushy Park Trust Board is required.
- Foster and strengthen relationships with Ngaa Rauru Kiiitahi as mana whenua of the Sanctuary, by actively engaging them with conservation activities and decision-making processes.
- Foster and maintain strategic relationships, including with funders, to increase the visibility of the Sanctuary within these key relationship areas.
- Represent Forest & Bird & the Bushy Park Trust in a positive manner which maintains their reputation and relationships with local stakeholders & partners.
- Work with Homestead lessee to ensure integrated and effective use and care of the whole site.

Project planning

- Develop annual work plans and plan the spend of funding for project resources (including wages and materials).
- Ensure effective monthly, annual and "as required" reporting on progress to Forest & Bird, Bushy Park Trust and other strategic partners and funders.
- Support strategic planning, project development and conservation operations in collaboration with key partners.
- Promote the effective and cohesive administration and communication between the Bushy Park Trust and Committees, and Forest & Bird.

Project funding

Actively work with both Forest & Bird and the Bushy Park Trust to:

- Oversee the drawing up of the detailed annual project budget and a higher-level multi-year budget forecast as required.
- Assist with the identification and securing of funds for the work of the sanctuary, maintaining funding diversity.
- Identify any funding gaps and provide support to additional funding applications as required.
- Oversee project expenditure within the limits of the budget.

Project reporting

- Engage with Forest & Bird, and Bushy Park Trust operational planning & reporting processes.
- Complete project reports on time and provide information as required by the Manager National Conservation Projects.
- Complete funding reports to a high standard and by the stated submission dates.

Community education, and engagement.

- Promote the Reserve and its local use and support to the wider community.
- Oversee the development & maintenance of integrated interpretive signage through the Sanctuary.
- Support the Tarapuruhi Education programme which aims to educate the wider community on the value of Bushy Park Tarapuruhi and to encourage them to embrace the concept of conservation.
- Support the education coordinator and any education programme volunteers to carry out programmes on or off-site. Support may include providing ecological or conservation content for the programmes, or logistical support to facilitate delivery.
- Facilitate research opportunities at the Sanctuary by maintain established relationships with local and overseas institutions.

Health & Safety (Project)

- Maintain an up-to-date Health & Safety Plan based on the Project's activities.
- As a Forest & Bird manager, take responsibility for meeting Forest & Bird's obligations in workplace health and safety:
 - o Ensure that all project personnel are fully trained and compliant with the Project's Health & Safety Plan.
 - o Ensure that any direct reports have a health & safety induction on starting work with Forest & Bird, have appropriate health & safety objectives, and are assessed on these at performance reviews.
 - o Ensure that accidents/incidents are reported and investigated following Forest & Bird processes.
 - o Follow injury management and rehabilitation processes for injured workers.
 - o Ensure that hazards are identified and managed in line with Forest & Bird's hazard management procedures.
 - o Lead & promote health & safety by acting as a role model, ensuring that health & safety is discussed at relevant meetings & encouraging workers to actively participate in health & safety initiatives.

Health & Safety (Individual)

- Take reasonable care for personal safety and wellbeing.
- Take reasonable care that acts or omissions do not adversely affect the safety and wellbeing of others
- Report all occupational injury, illness, near miss incidents, environmental spills or fire, regardless of its severity, to a supervisor.
- Report all hazards which may result in an injury, illness, spill or fire to a supervisor.
- Cooperate with any policy or procedure of Forest & Bird relating to safety or wellbeing in the workplace that has been notified to staff.
- Comply, so far as reasonably able, with any instruction by Forest & Bird to allow Forest & Bird to comply with the law.

The responsibilities of this position are expected to change over time as detailed annual workplans are developed. The incumbent will need to be flexible and adapt as the project evolves over time.

At Forest & Bird there will be times when we all pitch in to do additional tasks that are outside our regular roles. This forms part of our culture and celebrates our values of Collaboration, Courage, and Professionalism.

All staff are encouraged to contribute to continuous improvement: to support innovative thinking, smart work practices, how we engage across teams, and the overall culture and work environment. There will be opportunities to participate in forums, committees and working parties across the organisation and with third parties.

GENERAL DUTIES & RESPONSIBILITIES

- Be punctual and work the hours and times specified.
- Prioritize workload to ensure work of the greatest importance to the business is undertaken with urgency and to a high standard.
- Support and help develop a positive workplace culture.
- Demonstrate excellent interpersonal communication skills.
- Responsibly manage all business resources within accountability levels.
- Undertake all duties and responsibilities outlined in this job description and all other duties as required by the business.
- Comply with all employment obligations.
- Promptly undertake to complete all reasonable and lawful instructions and directions given.
- Serve the business in good faith, promoting and protecting the business's best interests.
- During work time, and such other times as may be reasonably required, dedicate all effort to the execution and fulfillment of the duties, responsibilities, obligations, and instructions related to employment.
- Demonstrate through own actions a commitment to Health and Safety at work when undertaking work or observing others in the workplace.

SKILLS, EXPERIENCE & EDUCATION

Key Relationships

Building and maintaining good relationships with a variety of stakeholders is pivotal to the long-term success of the Sanctuary. Key relationships for this role include:

Internal

- Relevant Group Manager
- Manager National Conservation Projects
- Wider National Projects Team
- Other Forest & Bird staff
- Forest & Bird Whanganui Branch

External

- Bushy Park Trust Board
- Local iwi: Ngaa Rauru Kiihahi, in particular local hapuu: Ngaati Iti; Ngaati Puukeko; Tamareheroto; and Ngaati Maika
- Tarapurui Volunteers
- Bushy Park homestead leaseholder
- Horizons Regional Council
- Department of Conservation
- Whanganui community
- Wider Whanganui Iwi
- Hihi Recovery Group & Hihi Conservation Charitable Trust
- Sanctuaries of NZ (SONZi)

All staff are expected to develop professional relationships with other staff throughout the organisation during their tenure at Forest & Bird.

Key Competencies and Position Requirements

- A background in conservation, ecology, or science.
- At least 5 years' experience in managing staff, contractors, and volunteers. Demonstrated understanding of the needs of volunteers and managing volunteer programmes.
- Excellent interpersonal and relationship management skills, and the ability to work with and relate to a diverse range of people in a collaborative manner.
- At least 5 years' experience in operational/hands-on management of a fenced/predator free sanctuary or similar intensive mainland restoration or predator control project in New Zealand.
- At least two years' experience conducting invasive species/weed control.
- Experience conducting restoration planting and sound knowledge of New Zealand native plant and tree species.
- Familiarity with New Zealand back country/field skills, navigation (map/compass/GPS) skills, logistical and trip-planning skills.
- Familiarity with GPS, GIS, and other mapping / spatial skills and using databases such as Trap NZ.
- Organised, resilient, and capable of managing a range of competing priorities.
- A high level of personal motivation, able to initiate and complete tasks independently and in a timely manner.
- Working knowledge of Microsoft Office 365 software (including Word, Excel, PowerPoint, and Outlook).
- Current First Aid certification (i.e. Workplace First Aid as a minimum) and Growsafe certification.
- This position requires some familiarity with Te Ao Māori including, for example Te Reo Māori, tikanga and waiata. A person holding the position who does not already have an appropriate level of competence and knowledge will be required and supported to develop them.
- Your own vehicle and a relevant, clean full New Zealand Driver's license.