

ROYAL FOREST AND BIRD PROTECTION SOCIETY OF NEW ZEALAND INC.

JOB DESCRIPTION

JOB TITLE

Group Manager: Conservation Project Delivery

PURPOSE

The Group Manager: Conservation Project Delivery will be responsible for Key Result Areas 5-7. Their focus will be to initiate, support and deliver conservation projects that highlight the society's positive impact on nature. This role will ensure that conservation projects undertaken by Forest & Bird are appropriate, and develop robust processes to monitor their performance and compliance against appropriate best practice standards. This manager will be ultimately responsible for all of Forest & Bird's projects and ensuring that the society is building credibility through consistent delivery at different scales.

SPECIFIC DUTIES & RESPONSIBILITIES

Leadership Responsibilities

- Member of the Forest & Bird leadership team, which operates under the following principles:
 - Team meetings are vital work, where leadership team members want to attend, feel productive and energised, and trust team members to represent their concerns if they cannot attend
 - Between meetings, the leadership team is well integrated and works together cohesively. Problems are solved jointly with peers and team accountabilities are managed.
- Further leadership responsibilities include:
 - Leadership of the Conservation Project Delivery group, responsible for the success of its functions as outlined in the "Specific Responsibilities" section

- Leading out and owning the Forest & Bird Strategic Plan & Mahi Ngātahi operational strategy, to give credibility across the organisation
- Communicating the strategy internally and externally, to ensure all levels of the organisation understand and are on board with the strategic vision
- Making time for leadership team conversations and recognising the importance of their role as part of the team that owns and reports against the strategy
- Jointly responsible (with other members) for operational planning and reporting the Society's work, and for meeting the Key Performance Indicators set by the Board and Chief Executive in pursuit of the Strategic Plan
- Collective decision-making as delegated by the Chief Executive, and undertaken during regular Leadership Team meetings

Specific Responsibilities

Key Result Area	Accountabilities/Deliverables
<p>KRA 5: Build knowledge of, and skills in conservation best practice - To ensure that everyone working on a F&B project has the required knowledge and skills of conservation practices for their role</p>	<p>The Group Manager: Conservation Project Delivery will lead their team by having responsibility and authority over the following key activities:</p> <ul style="list-style-type: none"> ● Assess our level of knowledge & skills in the areas defined by our operational priorities ● Learn from established examples of good practice ● Document minimum standards of good practice for F&B ● Translate standards into practical SOPs and guidance for people to follow ● Provide training to enable good practices to be applied on conservation projects ● Monitor conservation projects for compliance with good practices <p>In addition to leading the team doing the above, this role will be required to:</p> <ul style="list-style-type: none"> ● Ensure Forest and Bird is up to date and compliant with good practice conservation practices

	<ul style="list-style-type: none"> Engage with established organisations who have examples of good practice; this may include attending events or building relationships with experts
<p>KRA 6: Identify, filter, & initiate projects aligned to overall priorities (at a national and local level) - To ensure projects are set up for success by working through a disciplined planning process</p>	<p>The Group Manager: Conservation Project Delivery will lead their team by having responsibility and authority over the following key activities:</p> <ul style="list-style-type: none"> Filter & prioritise flagship & community projects For each project, define key success factors and entry & exit criteria Develop project plan outlining what will be achieved & expected timeframes Secure project funding and resource commitment, & initiate projects
<p>KRA 7: Apply conservation best practice across flagship & community projects - To take every opportunity to highlight our conservation projects and the positive impact we are having</p>	<p>The Group Manager: Conservation Project Delivery will lead their team by having responsibility and authority over the following key activities:</p> <ul style="list-style-type: none"> Deliver activities on project plan Evaluate outcomes of project against key success factors Regularly assess current state and future potential of project to determine any required changes to scope Document & communicate learnings to inform future work Communicate success stories to highlight the impact of our work

GENERAL DUTIES & RESPONSIBILITIES

- Prioritise 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 through own actions a commitment to Health and Safety at work when undertaking work or observing others in the workplace
- Commitment to understanding Te Ao Māori and working with tangata whenua

SKILLS, EXPERIENCE & EDUCATION

Core competencies

- **Project management**
 - Ability to take prioritised projects all the way to completion to achieve their goals within time, scope, and budget constraints. Effectively plans, manages risk, and allocates resources appropriately. Constantly evaluates milestones and success and adjusts where necessary to ensure promised goals are still met. Able to manage the programme of F&B projects as a whole and consider overall progress towards conservation goals
- **Critical thinking**
 - Able to break down complex, interconnected issues and opportunities that arise, and demonstrate how they will affect F&B work programmes in a simple manner. Considers and assesses all areas of our work programme to surface hidden difficulties or opportunities. Uses clear, reasoned thinking to evaluate organisational priorities, develop solutions or projects aligned to them, and adjust the programme of work as required
- **Agile**
 - Constantly assesses situations to identify issues or opportunities. Quickly and easily adapts plans and new path forward when needed. Embraces the unknown and utilises expertise to navigate unfamiliar issues. Continually take opportunities to learn, unlearn, or relearn, especially in relation to best practice conservation and associated practices
- **Eye for detail**
 - Always irons out the small and precise details of project plans without getting mired by the details. Notices when something is out of place but always keeps the larger picture in mind. Rarely misses pertinent information
- **Results oriented**
 - Able to identify the end goal of a project, how a project is relevant to the operational priorities, and always focuses on the end results for nature. Consistently delivers to achieve promised outcomes by being disciplined and pushing self and others in alignment with desired project outcomes
- **Continuous improvement**
 - Draws out root cause of issues and leverages insights to provide innovative solutions to the way we deliver conservation projects. Has a keen eye for detail and quickly assesses information to identify flaws and provide

recommendations on how to resolve them. Is constantly challenging the current state of F&B delivery processes and identifying ways or opportunities to do things better, aligned to the strategic aspirations of the society

Experience

- Knowledge of practical conservation issues and practices
- Demonstrated-experience in managing projects and delivering results
- Proven track record developing, tracking and administering operational budgets within sound fiscal boundaries
- Knowledge of standard operating procedures in conservation practices
- Experience in leading multi-disciplinary and geographically dispersed teams
- Demonstrable commitment to teamwork and working with other groups and teams to achieve shared goals
- Demonstrated cultural competency and familiarity with Te Ao Māori

Education

- Tertiary qualification in conservation, ecology or another related field, or relevant experience in delivery of significant complex conservation projects on a national scale