

# ROYAL FOREST and BIRD PROTECTION SOCIETY OF NZ Inc.

## Position Description

<b>Position Title:</b>	Bat Recovery Project Manager (Fixed Term)
<b>Position Location:</b>	Nelson
<b>Business Group:</b>	Conservation & Volunteers
<b>Responsible To:</b>	Manager Programmes and Volunteer Coordination

## The Society and its objectives.

Forest and Bird is a membership-based national conservation organisation. It has been New Zealand's leading conservation organisation since 1923. The Society is a key advocate for nature conservation, on land, in freshwater and in the marine environment. Its unique point of difference with other conservation groups in New Zealand is that it has a community-based branch structure while having a regional and national overview and presence. The Society is self-funded through its members and its supporters. Therefore promotion of the Society, its work and successes, is key to its ongoing effectiveness as an organisation with a strong membership and financial base. The Society is also the BirdLife International Partner in New Zealand.

The Mission of the Society is to:

*"Preserve and protect the indigenous flora and fauna and natural features of Aotearoa New Zealand, including land and water habitats"*

### Purpose of the position

The Bat Recovery Project Manager is responsible for the efficient and effective management of the Bat Recovery Project, Top of the South Island / Te Tau Ihu. The position is responsible for implementing a programme of work as prescribed in Appendix 1 of the Department of Conservation Community Conservation Partnership Fund (CCPF-034). This programme is due for completion on 1st November 2018.

### Key Relationships:

Internal	External
<ul style="list-style-type: none"><li>• Manager Programmes &amp; Volunteer Coordination;</li><li>• Top of the South Regional Conservation &amp; Volunteer Manager;</li><li>• Other key national office staff;</li><li>• Bat Surveys contractor;</li><li>• Volunteer Coordinator;</li><li>• Forest &amp; Bird branches and volunteers in the Top of the South region.</li></ul>	<ul style="list-style-type: none"><li>• Researchers and technical experts in the field of conservation;</li><li>• Department of Conservation staff;</li><li>• Council staff;</li><li>• Landowners;</li><li>• Trappers and volunteers of Bat Recovery Project;</li><li>• Te Tau Ihu iwi;</li><li>• Media;</li><li>• Nelson Tasman Weedbusters;</li><li>• National bat conservation community.</li></ul>

The position is within the staff of Forest & Bird and is responsible to the Manager Programmes and Volunteer Coordination for the overall management of the project, and meeting the key outcomes listed below. The Bat Project Manager will also work closely with the Top of the South Regional Conservation & Volunteer Manager to obtain mentorship and guidance, particularly with regard to strategic and operational advice and support regarding the project.

### Key Responsibilities

<b>Project Planning</b>	<ul style="list-style-type: none"> <li>• 10-Year Plan with clear vision, goals, objectives and outcomes underway and involving key stakeholders.</li> <li>• Work with Regional Manager and other staff to investigate options for external funding sources to pay for any project infrastructure, and undertake the appropriate funding application documentation.</li> </ul>
<b>Project Reporting</b>	<ul style="list-style-type: none"> <li>• CCPF reporting completed to a high standard and by the stated completion dates.</li> <li>• Trap network maintained and mapped on database and ongoing management of data inputs and outputs.</li> <li>• Formalised oversight group meetings convened quarterly.</li> <li>• Communication material prepared and available for volunteers and others on a bi-monthly basis. This will include detailed information about project results.</li> </ul>
<b>Volunteer Support</b>	<ul style="list-style-type: none"> <li>• Volunteers and contractors able to locate field equipment easily and trained in recording methods</li> <li>• Conservation volunteer opportunities are undertaken x 3 - 5 days per annum.</li> <li>• Volunteers help maintain and expand trap lines and deliver on work programmes.</li> <li>•</li> </ul>
<b>Conservation Activities</b>	<ul style="list-style-type: none"> <li>• Predator control trials and research help to decide when, where and how to expand trapping and toxin network, and enhance protection of Bats from predators.</li> <li>• Ronga Scenic Reserve:             <ul style="list-style-type: none"> <li>○ Planted by volunteers at ~1000 trees per annum.</li> <li>○ Work alongside DOC &amp; Nelson-Tasman Weedbusters to help reduce weed competition amongst plantings.</li> </ul> </li> <li>•</li> </ul>
<b>Collaboration</b>	<ul style="list-style-type: none"> <li>• Iwi engaged.</li> <li>• Good collaborative conservation initiatives developed with Iwi.</li> <li>• Provides additional opportunity for Ngati Kuia to exercise manawhenua at Titiraukawa.</li> <li>• Leadership shown in working collaboratively with the Bat community.</li> </ul>
<b>Community Education &amp; Engagement</b>	<ul style="list-style-type: none"> <li>• Education and information channels enhanced to support knowledge and growth for the project team and visitors to the area.</li> <li>• Public educated about bats at several evening seminars</li> <li>• Education package is developed in conjunction with DOC and iwi.</li> <li>• "Forest by Night" display is designed and installed in the 4 x 3 metre room. Visitor appreciation of bats and pests enhanced by display.</li> </ul>

	<ul style="list-style-type: none"> <li>• Future opportunities to expand our capacity to work with educational groups in the community improved.</li> </ul>
<b>Bat Surveys</b>	<ul style="list-style-type: none"> <li>• Bat surveys expanded to include Waima catchment, Isolated Hill Scenic Reserve (if accessible), Aorere catchment, and North West coastline. Further surveys to be undertaken as indicated by Forest &amp; Bird's bat surveys 2008- 2012 or by other means in consultation with technical experts.</li> </ul>
<b>Health &amp; Safety - Project</b>	<ul style="list-style-type: none"> <li>• Health and Safety Plan revised and updated.</li> <li>• Volunteers fully trained and compliant with Plan.</li> </ul>
<b>Health &amp; Safety – Individual</b>	<ul style="list-style-type: none"> <li>• Take reasonable care for personal safety and wellbeing.</li> <li>• Take reasonable care that acts or omissions do not adversely affect the safety and wellbeing of others.</li> <li>• Report all occupational injury, illness, near miss incidents, environmental spills or fire, regardless of its severity, to a supervisor.</li> <li>• Report all hazards which may result in an injury, illness, spill or fire to a supervisor.</li> <li>• Cooperate with any reasonable policy or procedure of Forest &amp; Bird relating to safety or wellbeing in the workplace that has been notified to staff.</li> <li>• Comply, so far as reasonably able, with any reasonable instruction by Forest &amp; Bird to allow Forest &amp; Bird to comply with the law.</li> </ul>
<b>Health and Safety - Management</b>	<p>As a Forest &amp; Bird people manager, take responsibility for meeting Forest &amp; Bird's obligations in workplace health and safety by:</p> <ul style="list-style-type: none"> <li>• Ensuring direct reports have an H&amp;S induction on starting work with Forest &amp; Bird, have H&amp;S objectives, and are assessed on these at performance reviews.</li> <li>• Ensuring accidents/incidents are reported and investigated.</li> <li>• Following injury management and rehabilitation processes for injured workers.</li> <li>• Ensuring hazards are identified and managed in line with Forest &amp; Bird's hazard management procedures.</li> <li>• Leading and promoting H&amp;S by acting as a role model, ensuring H&amp;S is discussed at relevant meetings and encouraging workers to actively participate in H&amp;S initiatives.</li> </ul>

### **Decision Making/Delegations**

Manage the expenditure for regional projects and programmes within the limits of delegation and as assigned from time to time by the Manager Programmes & Volunteer Coordination.

### **Key Accountabilities**

- To meet performance criteria set by the Manager Programmes & Volunteer Coordination at the start of each reporting year.

- To complete assigned projects or tasks and reporting on time, within budget and in accord with any delegations given or limitations enunciated by Society Policy, Chief Executive or the Manager Programmes & Volunteer Coordination.
- To represent and present the Society in a positive manner which maintains its reputation and relationships with significant opinion leaders and organisations.

### **Performance Criteria**

An individual Development Plan will be developed that reflects the contribution this position is expected to make towards achieving the Society's conservation objectives and measures. The Development Plan will contain objectives that are consistent with the Key Responsibilities in this Position Description.

### **Key Competencies and Position Requirements**

- A background in conservation, ecology or science (particularly predator control or bat conservation).
- A high level of personal motivation, able to initiate and complete tasks independently, in a timely manner.
- Excellent GPS, GIS and other mapping / spatial skills.
- Demonstrated ability to initiate, plan and complete projects on time and within budget.
- An ability to effectively organise and facilitate meetings and events.
- Very good written and spoken communication skills.
- Strong interpersonal skills and the ability to work with people of any status or background.
- Excellent written and spoken communication.
- Experience overseeing conservation projects and/or organising and working with volunteers.
- The ability to effectively use office software including Microsoft Word, Excel, Power Point and Outlook.
- Has own vehicle and a relevant, clean New Zealand driver's license.
- Loyalty to the Society, Chief Executive and Leadership Team.

***Last updated: January 2017***

# Appendix 1

Project Management Work Programme (Planned tasks, priority, outcomes and hours) (1040 hours per annum over 3 years)																		
Specific work tasks	Priority	Purpose	Outcomes	Work Stream	Hours	Timeframe	2015-16				2016-17				2017-18			
							Spring	Summer	Autumn	Winter	Spring	Summer	Autumn	Winter	Spring	Summer	Autumn	Winter
1. GPS and map all track networks, bat detection boxes, bait stations, and trap trial lines	High	Predator control and monitor network is only partially mapped. The purpose is to fully map the network to improve operations and safety.	Trap network mapped Volunteers and contractors able to locate field equipment easily.	Pelorus/Te Hoiere	50	Finish by: June 2016	Hours: 50											
2. Trial trapping/toxin technologies - Liaise with Department of Conservation - Prepare paperwork and consult for toxin operations (e.g. rat toxin) - Update rat index lines	High	To upgrade and trial technologies that help to ensure the trapping and toxin programmes are effective and comply with Departmental and Health and Safety standards.	Trials help to decide when, where and how to expand buffer zone, and enhance protection of Bats from predators.	Pelorus/Te Hoiere	450	2015-18	Hours: 100				Hours: 150 Year Two Outcome: Begin working with Victoria University students to utilise the data made available from the project.				Hours: 200 Year Three Outcomes: Victoria University students report on findings about efficacy of pest control; bat population dynamics and project management methodologies.			
3. Prepare a 10 year plan	High	Forest & Bird's Te Hoiere Bat Recovery Project was the winner of the Landscape and Habitat Enhancement Award, Marlborough District Council in 2013. One of the matters identified by the judges in their assessment of the project was that the project needed a long term plan to ensure the sustainability and resilience of the project into the future.	10-Year Plan with clear vision, goals, objectives and outcomes underway and involving key stakeholders.	Pelorus/Te Hoiere	150	Finish by: Oct 2016	Hours: 100				Hours: 50							
4. Review and update the Health and Safety management plan	High	To ensure the project Health and Safety Plan complies with new regulations due to come into force in late 2015. Consequently, to ensure volunteers are fully trained in Health and Safety requirements.	Health and Safety Plan revised and updated. Volunteers fully trained and compliant with Plan.	Pelorus/Te Hoiere	170	Finish plan by: Dec 2015	Hours: 90				Hours: 40 Year Two Outcome: New and existing volunteers are well versed in health and safety requirements.				Hours: 40 Year Three Outcome: As in Year Two			
5. Iwi consultation and liaison	High	Forest & Bird values its relationship with Ngati Kuia and seeks to continue engaging and build relationships with Iwi.	Iwi engaged. Good collaborative conservation initiatives developed with Iwi. Education and information channels enhanced to support knowledge and growth for the project team and visitors to the area. Provides additional opportunity for Ngati Kuia to exercise manawhenua at Titiraukawa.	Pelorus/Te Hoiere	120	2015-18	Hours: 40				Hours: 40				Hours: 40			
6. Build active engagement with visitors and visiting volunteers.	Medium-High	Engage with conservation volunteers, including NMIT Ranger programme. Regular visits by the international group Pacific Discoveries, has meant that students from USA and Canada have had the opportunity to contribute to, and learn about conservation in New Zealand. Forest & Bird consider public education to be an important tool for protecting Bats. Over the summer months we host several evening education sessions for the public to discover the history of bats in the area, and have an opportunity to view and hear (using sonar equipment) long-tailed bats.	Pacific Discoveries student volunteers complete 2 x 2-day work days at Pelorus Bridge/Titiraukawa. Additional conservation volunteer opportunities are undertaken x 1-3 days per annum. Students help expand trap lines and deliver on work programmes. Public educated about bats at several evening education sessions.	Pelorus/Te Hoiere	180	2015-18	Hours: 60				Hours: 60				Hours: 60			
7. Convene the oversight group	High	The management and oversight of the project would benefit from the establishment of a more formalised oversight group. This group would meet 4 times per annum.	Formalised oversight group established and meetings convened quarterly.	Pelorus/Te Hoiere	120	2015-18	Hours: 40				Hours: 40				Hours: 40			
8. Data Management	High	The project has records spanning 5 years including predator catches, rat tracking indices and bat monitoring. The recording of this information is inadequate because of a lack of dedicated capacity. Volunteer input has been sporadic and not always consistent.	The 5 year data set is readily available to assist with decisions around predator control (adaptive management) and is maintained monthly. New GIS technology is utilised in data capture and management. The data set of bat recording information is in a format available for researchers and is maintained monthly.	Pelorus/Te Hoiere	300	2015-18	Hours: 100				Hours: 100				Hours: 100			
9. Develop an Education pack, including the "Forest by Night" display	High	Forest & Bird has secured funds from Sargood Bequest (\$5000) and Ngati Kuia (\$1000), to establish a highly visible and accessible display adjacent to the Pelorus Bridge Café. This project is ambitious, but will enhance visitor appreciation. Having secured the funds, this is a matter of priority. In addition, we hope to develop an extended public education package alongside Ngati Kuia. Capacity exists within the current resources and opportunities, i.e. a night vision camera, the siting of Ngati Kuia's accommodation, and the high profile site at Pelorus Bridge.	Education package is developed in conjunction with DOC and Iwi. "Forest by Night" display is designed and installed in the 4 x 3 metre room. Visitor appreciation of Bats enhanced by display. Future opportunities to expand our capacity to work with educational groups in the community improved.	Pelorus/Te Hoiere	650	2015-18	Hours: 200				Hours: 250 Year Two Outcome: Education pack produced and commenced use as a tool to engage with visitors and wider community				Hours: 200 Year Three Outcomes: Have a highly functioning education package accessible throughout the community; on site utilising displays, activities and viewing opportunities, with school groups or other visiting groups; online and through exposure in relevant print media.			
10. Prepare communication material for Volunteers and other interested parties	Medium-High	Current communication systems are sporadic. Good communication assists with volunteer retention. Therefore, regular and inspiring information needs to be available for volunteers and other interested parties.	Communication material prepared and available for volunteers and others on a bi-monthly basis. This will include detailed information about project results.	Pelorus/Te Hoiere	180	2015-18	Hours: 60				Hours: 60				Hours: 60			
11. Arrange plants, organise and manage volunteers to complete replanting at the Ronga Scenic Reserve.	Medium-High	Funds are available for replanting at the Ronga Scenic Reserve and must be dedicated to this purpose. The project management funding hours would enable the project to engage with an increased number of the community, including Rai Valley School.	Ronga Scenic Reserve planted by local community and Rai Valley School volunteers.	Ronga Revegetation Project	250	2015-18	Hours: 100				Hours: 100				Hours: 50			
12. Collaborate with the national community engaged in Bat science, conservation and education.	Medium-High	A conclusion from the successful National Bat Conference hosted by Forest & Bird in 2014, was the insufficient resources available for ongoing collaboration for strong bat conservation outcomes. This role could provide a secretariat for the focus, with the capacity of Forest & Bird to support the hosting of a website, and connect with Bat Conservation International.	Leadership shown in working collaboratively with the Bat community.	National Collaboration	250	2015-18	Hours: 50				Hours: 100 Year Two Outcome: National community meets face to face around the Ecological Society of NZ conference to be held in Hamilton during 2016.				Hours: 100 Year Three Outcomes: An established committee meets regularly. The committee is well structured to provide advice and circulate information to the national Bat science, conservation and education community. It is an effective connection with Bat Conservation International.			
13. Manage and coordinate additional Bat surveys with volunteers.	Medium-High	After 6 years of surveys throughout the top of the South Island, Forest & Bird identified areas of high Bat activity, and some areas worthy of further survey. Identification of populations will assist to increase opportunities for Bat conservation across the northern South Island from Marlborough to the north west coast.	Bat surveys expanded to include Waima catchment, Isolated Hill Scenic Reserve, Aorere catchment, and north west coastline. Further surveys to be undertaken as indicated by Forest & Bird's bat surveys 2008- 2012.	Surveys	250	2015-18	Hours: 50 Year One Outcomes: Bat surveys completed in Waima catchment/ Isolated Hill Scenic Reserve.				Hours: 50 Year Two Outcomes: Bat surveys completed in Aorere River, Golden Bay. Preparations in place to survey the northwest coast.				Hours: 150 Year Three Outcomes: Bat surveys completed in northwest coast, and other indicative areas from the 2008 - 2012 Bat Surveys.			