

ROYAL FOREST & BIRD PROTECTION SOCIETY OF NZ Inc.

Position Description

Position Title:	Regional Manager (Lower North Island)
Position Location:	Wellington
Business Group:	Conservation Advocacy
Position responsible to:	Group Manager, Conservation Advocacy

The Society and its objectives.

Forest & 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

Regional Managers (RMs) are part of the team delivering Forest & Bird's conservation outcomes, namely:

- Leading and supporting campaigns on conservation issues
- Influencing environmental protection rules, resource-use decisions and significant activities on private and public land, and the conservation estate
- Providing strategic guidance to the delivery of on-the-ground conservation

RMs are responsible for the delivery of Forest & Bird's strategic plan and conservation activities throughout each region. This includes advocacy on national campaigns and Forest & Bird's strategic plan, involvement in Resource Management Act, Conservation Act and other statutory advocacy and consultative processes, advocating to national, regional and local government, provision of strategic advice to branches and operational conservation work in the region, coordination of volunteers/membership in conservation campaigns, supporting Forest & Bird's media and other communications, supporting Forest & Bird's membership and fundraising strategies in the region, and supporting Forest & Bird's Youth Strategy through the initiatives of the Kiwi Conservation Clubs in the region.

Key Relationships:

<p>Internal</p> <ul style="list-style-type: none"> • Forest & Bird branches and members in the region; • Manager Programmes & Volunteer Coordination; • KCC staff and volunteers; • Communications staff; • General Counsel and other legal staff; • Chief Executive/ Kaiwhakahaere Matua • Other Forest & Bird teams including Fundraising & Membership and Corporate Services teams. 	<p>External</p> <ul style="list-style-type: none"> • Territorial authorities, government departments and other decision-makers; • Tangata whenua, Iwi-Maori, hapu; • Media; • Members of the public; • Opinion leaders, conservation organisations, primary industry representatives; • Forest & Bird's partners, sponsors or their representatives; • Contractors and/or external suppliers
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Key Responsibilities

<p>Advocacy</p>	<ul style="list-style-type: none"> • Advocate for the natural environment through consultative processes; through legislation including the Resource Management Act, Conservation Act, Reserves Act and DOC Conservation Management Strategies. Provide logistical support and regional advice to legal staff. • Promote Forest & Bird's goals through the media and act as a regional spokesperson on conservation issues; • Participate in or lead national conservation campaigns. • Engage membership and public in key national conservation campaign activities. • Work as part of the wider team to provide advice on conservation issues from a regional perspective.
<p>Conservation project and programme support</p>	<ul style="list-style-type: none"> • Provide strategic advice and oversight on significant conservation projects in the region, • Provide information and material for internal and external communications relating to programmes and projects.
<p>Volunteer support</p>	<ul style="list-style-type: none"> • Provide strategic support and engagement to enable Forest & Bird branches and volunteers to carry out environmental advocacy and conservation projects; • Plan and organise events or assist as required (e.g. Island or regional meetings); • Support the work of the Kiwi Conservation Club in the region;

Planning	<ul style="list-style-type: none"> • Take an active part in the development of Forest & Bird's national plans and policies, particularly annual conservation plans • Lead (where appropriate) or provide advice to Advocacy staff for Forest & Bird submissions on national environmental policies and legislation.
Health & Safety — Individual	<ul style="list-style-type: none"> • 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 reasonable 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 reasonable instruction by Forest & Bird to allow Forest & Bird to comply with the law.

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 Group Manager Conservation & Volunteers.

Key Accountabilities

- To meet performance criteria set by the Group Manager Conservation & Volunteers 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 Group Manager Conservation & Volunteers.
- 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

- Strong interpersonal skills and the ability to work with people of any status or background.
- A team player.
- Very good political and situational judgement.
- Demonstrated ability to initiate, plan and complete projects on time and within budget.
- Sound working knowledge of New Zealand's natural environment and conservation issues.
- Strong personal organisation and self-discipline.
- Experience overseeing conservation projects and/or organising and working with volunteers.
- Very good written and spoken communication skills.
- The ability to contribute to and lead multi-disciplinary teams.
- A relevant tertiary qualification
- Experience dealing with RMA statutory planning processes and conservation/environmental legislation.
- An ability to effectively organise and facilitate meetings and events.
- Good analytical skills.
- The ability to effectively use office software including Microsoft Word, Excel, Power Point and Outlook.
- Current clean New Zealand Driver's Licence.
- Loyalty to the Society, Chief Executive and Leadership Team.

Last updated: January 2019

