



# Forest & Bird

TE REO O TE TAIAO | *Giving Nature a Voice*

## Regional Conservation Manager

<b>Group</b>	Conservation Advocacy & Communications
<b>Grade</b>	18
<b>Reports to</b>	GM Conservation Advocacy & Communications
<b>Location</b>	Bay of Plenty
<b>Created</b>	1 August 2022

<b>Role Purpose</b>	<p>Regional Conservation Managers (RCMs) are part of the team delivering Forest and Bird’s conservation outcomes, namely:</p> <ol style="list-style-type: none"> <li>1. Leading and supporting campaigns on conservation issues</li> <li>2. Influencing environmental protection rules, resource-use decisions, and significant activities across our land, freshwater, and oceans</li> <li>3. Providing strategic guidance on conservation issues and activities</li> </ol> <p>RCMs are responsible for conservation advocacy and knowing the conservation issues in their geographical area, and the delivery of Forest &amp; Bird’s strategic and operational plans throughout each region and on specific national issues.</p> <p>Regional Conservation Managers will work as a team to manage the implementation of the operational plan and Forest &amp; Bird’s advocacy, with support from the GM</p>
<b>Direct Reports</b>	None
<b>Budget Delegation</b>	Per delegations policy

## Forest & Bird

Forest & Bird is New Zealand’s leading independent voice for nature. Our aim is to protect and restore New Zealand’s unique wildlife and wild places whether they are on land or in our oceans. We’re a community based, incorporated society that has a voice in communities throughout New Zealand. We also advocate to local and central government and we stand up for nature in our courts. We are the only organisation that does this.

As an independent society we rely on public funding and support from our members. Therefore, promotion of Forest & Bird, its role in our society, its work and successes, is key to its ongoing effectiveness as an organisation with a strong membership and financial base.

## Group Description

This role is an integral part of the wider Conservation and Communication Group whose purpose is to work to help secure better protection of New Zealand’s unique natural environment. We work with central and local government, other environmental advocacy groups, consultants, industry leaders, and other Forest & Bird staff, as well as our supporters and branch committees.

## Critical Success Factors

Broad Area of Responsibility:	Evidenced through:
<p><b>Advocacy</b></p>	<ul style="list-style-type: none"> <li>• Advocating on conservation issues, including in news media, campaign publications, the Forest &amp; Bird Magazine, social media, and other communications channels.</li> <li>• Advocating for and representing the Society’s interests and position with national and local politicians and their staff, officials, opinion leaders, and with associated organisations or agencies, according to agreed plans and Society policy.</li> <li>• Providing advice to the Society’s managers, other staff and membership on conservation issues, campaigns, and priorities.</li> <li>• Preparing and presenting submissions on behalf of the Society and assisting other staff and branches to prepare submissions.</li> <li>• Participating in policy and/or strategy development at local, regional, and national levels to achieve conservation gains.</li> <li>• Maintaining a regional presence with local authorities, Department of Conservation, and other organisations.</li> <li>• Representing the Society on technical working parties and-/or sector/NGO groups when required.</li> <li>• Identifying issues at local levels that justify regional or national campaigning and provide advice on them.</li> </ul>
<p><b>Campaign Leadership</b></p>	<ul style="list-style-type: none"> <li>• Lead or participate in Campaigns at National, Regional, or Local level.</li> <li>• Work collaboratively within the Conservation Advocacy and Communications team and across the organisation to: determine work priorities and programmes to deliver on the Society’s operational and strategic plans plan and implement Forest &amp; Bird’s advocacy work and engage Membership, Branches, Youth, KCC, and the public in key national conservation campaign activities.</li> <li>• Other work and responsibilities delegated or assigned from time to time by the GM Conservation Advocacy &amp; Communications.</li> </ul>

<b>Policy Development, Analysis and Advice</b>	<ul style="list-style-type: none"> <li>• Undertaking policy and strategic analysis of conservation issues and Government proposals for legislation or policy.</li> <li>• Help develop Society policies.</li> <li>• Work with other staff to develop, review, and revise the Society’s operational and strategic plans.</li> <li>• Provide strategic advice and regional knowledge to Society projects at local, regional, and national level in collaboration with the Projects, Branches, and Networks team.</li> <li>• Work with the Legal group on legal and planning issues by identifying issues and providing support and advice with preparing RMA and other legal submissions and court proceedings.</li> <li>• Provide advice to Branches, other networks and staff on national, regional and local conservation issues.</li> </ul>
<b>Relationship Management</b>	<ul style="list-style-type: none"> <li>• Develop and maintain relationships with other conservation stakeholders, and collaborate with them to protect and restore nature.</li> <li>• Develop and maintain relationships with Iwi and hapū to protect and restore nature.</li> <li>• Develop and maintain relationships with experts in specific conservation issues.</li> <li>• Develop and maintain strategic branch, youth and KCC relationships on matters of key conservation issues within the operational and strategic plans.</li> <li>• Build and maintain knowledge across a broad range of conservation issues.</li> <li>• Develop and maintain relationships with territorial and national Government Agencies and bodies and locally based MP’s in their geographical region.</li> <li>• Participate in fundraising work for Forest &amp; Bird.</li> </ul>
<b>Health and Safety</b>	<ul style="list-style-type: none"> <li>• Taking reasonable care for personal safety and wellbeing in all Forest &amp; Bird workplaces, project sites, and if and when driving vehicles.</li> <li>• Acting in accordance with all reasonable Health and Safety instructions, policies, and signage making sure that acts or omissions do not adversely affect the safety and wellbeing of yourself or others.</li> <li>• Reporting all occupational injury, illness, near miss incidents, accidents, environmental spills or fire (regardless of its severity) to your manager, and log it in Vault.</li> <li>• Reporting all hazards which may result in an injury, illness, spill or fire, to your manager, and to the health and safety email.</li> </ul>

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.

At Forest & Bird, 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.

## Key Relationships

<p><b>Internal</b></p>	<ul style="list-style-type: none"> <li>• GM Conservation Advocacy &amp; Communications</li> <li>• Communications staff</li> <li>• Hauraki Gulf Co-ordinator</li> <li>• Other Conservation Advocacy &amp; Communications team members</li> <li>• General Counsel and other Legal staff</li> <li>• Chief Executive / Kaiwhakahaere Matua</li> <li>• Office of the Chief Executive</li> <li>• Other Forest &amp; Bird teams including the Fundraising &amp; Membership and Projects, Branches, &amp; Networks teams.</li> <li>• Forest &amp; Bird Branches, Networks and Members in relevant Regions</li> <li>• Other Group Managers</li> </ul>
<p><b>External</b></p>	<ul style="list-style-type: none"> <li>• Regional and national officials of Government Organisations and Agencies</li> <li>• Local Government Politicians and officials.</li> <li>• Ministers and other National Politicians, as agreed.</li> <li>• Conservation Advocacy organisations and NGOs, including other lobbyists and advocates</li> <li>• Conservation sector opinion leaders and specialists</li> <li>• Organisations and Opinion leaders representing primary industry and resource users</li> <li>• Other Advocacy groups with similar interests and objectives, such as recreational advocacy groups, community groups, and individual lobbyists.</li> <li>• Tāngata whenua, Iwi-Maori, hapū</li> <li>• Media</li> <li>• Scientists and Experts</li> <li>• Members of the public</li> <li>• Forest &amp; Bird’s Partners, Sponsors or their representatives</li> <li>• Contractors and/or external Suppliers.</li> </ul>

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

## **Skills/Experience/Attributes**

- A tertiary qualification in fields relating to conservation, ecology or science is desirable;
- An ability to maintain and develop relationships with iwi and hapū across the region;
- Sound working knowledge of New Zealand's natural environment and conservation issues;
- Experience dealing with RMA statutory planning processes and conservation legislation;
- Experience at working with local, regional and central government officials and processes;
- Demonstrated ability to initiate, plan and complete projects on time and within budget;
- Excellent written and spoken communication skills (with media experience an advantage);
- Strong interpersonal skills and the ability to work with a wide range of people;
- A high level of personal motivation, ability to initiate and complete tasks independently, and in a timely manner;
- Relevant, current and clean New Zealand driver's license.
- The ability to effectively use software including Microsoft Office 365.