

# ROYAL FOREST AND BIRD PROTECTION SOCIETY OF NEW ZEALAND INC.

## JOB DESCRIPTION

### JOB TITLE

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National Conservation Advocate

### PURPOSE

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The National Conservation Advocate works in the Conservation Advocacy and Policy Group to deliver on Key Result Areas 8-10.

This involves building and managing a network of relationships with decision makers and community leaders, developing a base of credible and relevant information that can be used in our work, and delivering policy and advocacy actions.

Forest and Bird take an active role in engaging with political, social, economic and legal systems to advocate and lobby for positive environmental outcomes.

The role of the National Conservation Advocate is to undertake policy and advocacy work for Forest and Bird.

This role is part of a wider Conservation Advocacy and Policy group who operate at a national and regional level. The role will also be expected to work closely with the legal team who also operate across KRAs 8-10.

The role reports to the Group Manager: Conservation Policy & Advocacy who oversees the Policy & Advocacy function of the society.

### SPECIFIC DUTIES & RESPONSIBILITIES

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Planning, delivery and reporting on prioritised Policy and Advocacy work as set out in Forest & Bird's Strategic Plan & Mahi Ngātahi operational strategy.

In particular,

KRA 8: Build relationships with decision makers / community leaders - To be courageous in how we invest in relationships, so we have a meaningful voice at the tables that matter.

The National Conservation Advocate will:

- ensure they hold and maintain a strong understanding of the political, social, economic & legal systems that relate to allocated advocacy and policy priorities;  
-use system analysis to maintain database of decision makers/ community leaders in these key areas;
- categorise and prioritise existing and new relationships;
- plan approaches to build relationships with key decision makers;
- work to promote the value F&B can add & agree how we could work together;
- implement relationship plans to have a positive impact.

National Conservation Advocates will also be required to represent Forest and Bird at events, network effectively and facilitate access for key partners to engage with the society.

KRA 9: Maintain and develop evidence base & network of expertise - To ensure the society has access to credible and relevant information when we need it.

The National Conservation Advocate will:

- build strong subject matter expertise knowledge across allocated areas of work;
- including developing their own knowledge from F&B's delivery of conservation projects & activities;

- finding and capturing new knowledge from external sources;
- Identifying internal & external experts and maintain connections with them so that we can leverage their knowledge;
- convert knowledge into actionable & salient insights for use in policy, advocacy and legal work.

KRA 10: Triage & undertake policy, advocacy & legal action - To make smart choices about what we take on, so we maximise our impact within available resources.

The National Conservation Advocate will:

- access knowledge and evidence to form F&B advocacy and policy positions;
- develop and put in place planning to deliver advocacy activities;
- undertake work to engage & influence decision makers/ community leaders;
- evaluate how effective work has been and how effective F&B has been in influencing decision makers / community leaders;
- working to promote the outcome of our work and the difference we made.

## 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 contribute to 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

## GENERAL DUTIES & RESPONSIBILITIES

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- Be punctual and work the hours and times specified.
- 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 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

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Core competencies

Political savvy

Strong knowledge about the dynamics between different political, social, economic & legal systems, and Forest and Bird's place in it. Ability to understand political landscapes, different perspectives and interests. Able to navigate and manage relationships.

Problem solving and critical thinking

Ability to identify how to achieve advocacy outcomes in a complex environment where the road to success is often unclear. Able to apply critical thinking to identify tools and interventions we can use to provide effective solutions that balances being appropriate to the political landscape but also advances the vision of Forest and Bird. Consistently able to find ways to adapt plans based on a changing environment. Looks beyond the obvious and does not stop at first answers to find the most impactful and effective solution.

### Analytical thinking and a commitment to evidence based policy

Ability to navigate complex information using well structured, logical thinking to identify the relationships and systems that affect our operational priorities. Can make connections between different pieces of information that are not immediately obvious. Is easily able to determine where we can create the most impact and the best way forward in relation to policy & advocacy decisions. Has a strong commitment and ability to consider different sources of research and evidence with a focus on ensuring high-quality, credible advice and insights.

### Decision making

Able to make decisions in a timely manner and can work under tight deadlines or pressure. Knows when to ask for help and support and pro-actively seeks (and offers) support.

### Contributes as part of an effective team

Is able to work confidently and constructively within and between teams. Approaches their work with an open-mind, respects and welcomes different ways of working and demonstrates a willingness to listen to different perspectives. Contributes to a positive team environment by working in collaboration to create results greater than the sum of its parts. Works effectively with teams to celebrate their success in the policy and advocacy space and helps resolve gaps and challenges in external relationships and knowledge.

### Results oriented

Able to identify the end goal of work, how work is relevant to the operational priorities, and always focuses on the end results for nature. Demonstrates resiliency and persistency to push to achieve advocacy outcomes despite setbacks and difficulty. Consistently delivers to achieve promised outcomes by being disciplined and pushing self and supporting others.

### Organised

Is able to accurately judge the time, effort, and difficulty a piece of work will take. Sets clear objectives and goals to ensure work is on track and consistently work towards, and measure success against. Able to plan and prioritise key activities to get things done in a sensible order and on time. Can juggle multiple competing demands across a portfolio of work, including making trade-off decisions, and successfully deliver work

### Experience

A broad knowledge and understanding of conservation and environmental issues

A good understanding of political, social, economic and legal systems

Demonstrable commitment to teamwork and working with other groups and teams to achieve shared goals

Proven track record of working to influence others

Proven experience of delivery of policy or advocacy projects

Cultural competency and familiarity with Te Ao Māori

### Education

A tertiary qualification in policy, politics or a similar field, and experience in the conservation or NGO sector