

ROYAL FOREST AND BIRD PROTECTION SOCIETY OF NEW ZEALAND INC.

JOB DESCRIPTION

JOB TITLE

Te Hoiere Bat Recovery Project - Predator Control Officer

PURPOSE

Lead the implementation of predator control in the Te Hoiere catchment and other identified areas. The work involves implementing and maintaining the trapping programme, undertaking predator monitoring, managing catch data, supporting volunteer activities, engaging with project partners and landowners.

SPECIFIC DUTIES & RESPONSIBILITIES

The Te Hoiere Predator Control Officer will be responsible to:

Biosecurity

- Initiate, implement and coordinate in-field predator control work on DOC PCL reserves in the Te Hoiere catchment and any others identified, in accordance with best practice and required approvals. Predator control will focus on rats, mustelids, possums and cats, utilising a range of predator control tools and devices.
- Lead field work to install, check, rebait and maintain the predator control network according to the project plan.
- Ensure that a high standard of field operations is maintained following best practice and DOC guidelines, and all devices installed meet NAWAC standards.
- Ensure that all catch-data is mapped and recorded via TrapNZ, field maps and other required reporting platforms.
- Coordinate an annual recalibration and audit programme for all traps managed by the project, and conducting maintenance as required.
- Conduct RTI and mustelid monitoring operations across the controlled area at a minimum of once per quarter.
- Be responsible for the catch data collection and management in TrapNZ.
- Support the trapping network expansion in Te Hoiere catchment in consultation with project partners, by participating in trapping network design and implementation processes.

Biodiversity

- Assist Forest & Bird staff and project volunteers with habitat restoration activities in the catchment, with a focus on supporting the annual Ronga Reserve Planting Day.
- Assist Forest & Bird staff, contractors and volunteers with the annual bat monitoring programme.

Volunteer Management

- Maintain and grow volunteer contribution to the project.
- Support project volunteers by maintaining the volunteer trapping roster, providing H&S induction training to new volunteers, and holding predator control skills training as needed.
- Coordinate and train volunteers to ensure they can carry out their trapping tasks efficiently, effectively and safely.
- Oversee the cleaning of volunteer trapping shed, equipment storage, and ensuring sufficient trapping supplies are available.
- Organise volunteer recognition events during the year (e.g., End-of-Year Gathering, Mid-Winter Gathering, Volunteer Planting Day in Ronga Recreational Reserve).
- Maintain regular communication with volunteers to share information about project results, procedural changes and share conservation outcomes achieved.

Partnership building & Collaboration

- Maintain good working relationships with project partners including DOC, Marlborough District Council, Ngāti Kuia as mana whenua of the land, and the Te Hoiere Project by actively engaging them with conservation activities and decision-making processes.
- Participate where possible in catchment wide initiatives to encourage and implement landscape scale predator control for improved pekapeka protection. This may include attending targeted stakeholder group meetings or workshops, landowner engagement and running training workshops.

- Engage with local landowners and businesses on the possibility of extending the trapping programme on their land and supporting their participation in it.
- Represent Forest & Bird and the Te Hoiere Bat Recovery Project in a positive manner which maintains their reputation and relationships with local stakeholders & partners.

Community education, and engagement

- Participate in local forums, hui, and other meetings to promote the project to the wider community.
- Support awareness raising initiatives focused on the importance of predator control to protect long-tailed bats, including presenting at appropriate forums and working with the Te Hoiere Project education coordinator.

Health & Safety

- Ensure that all project personnel are fully trained in their work (including the safe use of equipment and substances) prior to undertaking that work.
- Ensure that all project personnel have read, and comply with, the Project's Health and Safety Plan.
- Ensuring that hazardous substances are managed appropriately in storage, during transport and at the work site
- Ensure that appropriate tools and equipment, including PPE, is provided to, and used by, project personnel to allow them to undertake their work in a safe manner.
- Ensure that accidents/incidents are reported to National Office and assisting in any incident investigations as required.
- Following injury management and rehabilitation processes for injured workers, as required.
- Ensuring hazards are identified and managed in line with Forest & Bird's risk management procedures.
- Leading and promoting H&S by acting as a role model, ensuring H&S is discussed at relevant meetings and encouraging workers to actively participate in H&S initiatives.
- Take all reasonably practicable steps to ensure their own personal health and safety as well as the health and safety of others who are involved in, or may be affected by, their activities.
- Report all occupational injury, illness, near miss incidents, environmental impact or property damage, regardless of its severity.
- Report all hazards which may result in an injury, illness, environmental impact or property damage to Conservation Health & Safety Advisor.
- Cooperate with any 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 instruction by Forest & Bird to allow the organisation to comply with the law.

General Project Duties

- Meeting performance criteria set by the Te Hoiere Bat Recovery Project Manager at the start of each reporting year.
- Complete project reports on time and provide information as required by the Project Manager.
- Participate in relevant workshops and training courses as and when required.

Key Relationships

- Building and maintaining good relationships with a variety of stakeholders is pivotal to the long-term success of the Project. Key relationships for this role include:

Internal

- Te Hoiere Bat Recovery Project Manager
- Manager National Conservation Projects
- Wider National Projects Team
- Other Forest & Bird staff
- Forest & Bird Nelson-Tasman and Marlborough Branches

External

- Department of Conservation
- Local iwi: Ngāti Kuia
- Project Volunteers
- Project funders, including the Te Araroa Trail Fund
- Independent contractors employed by the Project
- Project partners, including the Te Hoiere Project, Marlborough District Council, One Fourty One forestry, farmers and landowners
- Local area schools including Rai Valley, Canvastown, Linkwater & Hira

GENERAL DUTIES & RESPONSIBILITIES

- 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

- A minimum of two years' experience in hands-on landscape-scale predator control in New Zealand.
- Proven experience coordinating predator control programmes to deliver positive conservation outcomes.
- Proven field experience laying out predator control trap networks, including the use of hip chains, and manual and mechanical track clearing.
- High level of competency in New Zealand back country/field skills, high level of physical fitness, navigation (map/compass/GPS) skills, logistical and trip-planning skills, including solo work.
- Familiarity GIS, other mapping/spatial skills, and Trap NZ.
- Previous experience working with trail cameras and managing photo archives.
- Good verbal communication, field recording and data management skills.
- Excellent interpersonal and relationship management skills, and the ability to work with and relate to a diverse range of people in a collaborative manner.
- Organised, resilient, and capable of managing a range of competing priorities.
- A high level of personal motivation, able to initiate and complete tasks independently in a timely manner.
- Experience working with volunteers and understanding of the needs of volunteers and managing volunteer programmes would be desirable.
- Working knowledge of Microsoft Office 365 software (including Word, Excel, PowerPoint, and Outlook).
- This position will require current Outdoor First Aid certification (Workplace First Aid as a minimum) and Chainsaw certification to undertake track clearing. Growsafe Certification and Controlled Substances License is desirable. Opportunity to renew any licenses/qualifications during the period of employment will be made available.
- This position requires some familiarity with Te Ao Māori including, Te Reo Māori, tikanga and waiata. A person holding the position who does not already have an appropriate level of competence and knowledge will be required and supported to develop them.
- Your own vehicle and a relevant, clean full New Zealand Driver's license.