

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

## JOB DESCRIPTION

### JOB TITLE

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Ark in the Park Ecological Field Support

### PURPOSE

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Carry out in-field predator control and outcome monitoring for an initial rollout phase of the revised predator control programme at Ark in the Park.

### SPECIFIC DUTIES & RESPONSIBILITIES

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The Ark in the Park Ecological Field Crew will be responsible for:

#### Predator Control Field Work

- Carry out in-field best practice predator control in accordance with the work plan for the roll out of a revised predator control programme.
- Install new predator control and monitoring devices as per the approved plan.
- Carry out track and line maintenance across the project areas according to the work schedule.
- Assist volunteers with the servicing of predator control baiting and trapping network.
- Ensure that all field work carried out is recorded and accurately captured on platforms utilized by the project, TrapNZ, ArcGIS, excel spreadsheets.
- Conduct annual recalibration of all traps managed by the project and conduct maintenance as required.
- Report any issues identified in the field to inform decision making around adjustments to the work programme or network.
- Assist volunteers to carry out their field work safely, efficiently and effectively.

#### Outcome Monitoring

- Undertake quarterly servicing of pest animal monitoring lines and collection of associated data.
- Ensure that all monitoring lines and devices are well maintained.
- Participate in biodiversity monitoring as required, including species specific monitoring, such as the annual kōkako census and nest finding survey.

#### Health & Safety

- Maintain a high standard of in-field health & safety when working with volunteers.
- Assist with training volunteers before commencing their tasks. Equipping them with the necessary tools and equipment for safe execution, have received a comprehensive Health & Safety induction, and are familiar with the Project's Health & Safety Plan as well as Forest & Bird's H&S protocols.

#### General Project Duties

- Meeting performance criteria set by the line manager at the start of each reporting year.
- Complete project reports on time and provide information as required.
- Participate in relevant workshops and training courses as and when required.

#### Key Relationships

- Building and maintaining good relationships with volunteers, stakeholders and the Ark in the Park team is critical to the success of this role. Key relationships for this role include:

#### Internal

- Ark in the Park Project Manager, project staff & volunteers
- Ark in the Park Field Operations Lead
- Manager National Conservation Projects
- GM Conservation Project Delivery
- Wider National Conservation Projects Team
- Other Forest & Bird staff
- Forest & Bird Waitākere Branch

#### External

- Te Kaunihera o Tāmaki Makaurau - Auckland Council
- Mana Whenua, Te Kawerau a Maki
- Project partners and funders
- Independent contractors employed by the Project

## 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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- Practical experience in the application of predator control practices in New Zealand.
- Knowledge and some experience installing and maintaining predator control networks.
- A passion for the outdoors, native plants, ecology and wildlife.
- Some competencies in New Zealand back country/field skills, e.g., high level of physical fitness, navigation (map/compass/GPS) skills.
- Familiarity with GPS, GIS, and other mapping / spatial skills would be beneficial.
- Working knowledge of Microsoft Office 365 software (including Word, Excel, PowerPoint, Outlook).
- Familiarity with using databases such as Trap NZ would be desirable.
- Outstanding team member qualities – with well-developed collaborative working skills.
- A well-developed ability to follow instructions and skilled at reporting back.
- Excellent interpersonal skills, with an ability to work collaboratively with a diverse range of people.
- Experience working with volunteers and an understanding of their needs is desirable.
- A positive and proactive attitude towards Health and Safety.
- A high level of personal motivation, able to initiate and complete tasks independently and in a timely manner.
- A current Comprehensive First Aid Certificate
- Flexibility to work outside 'normal' working hours when required.