

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

## JOB DESCRIPTION

### JOB TITLE

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Ark in the Park Field Operations Lead

### PURPOSE

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Lead the delivery of the project's predator control and outcome monitoring programme to ensure best practice is consistently applied to maximise conservation outcomes.

### SPECIFIC DUTIES & RESPONSIBILITIES

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The Ark in the Park Field Operations Lead will be responsible for:

#### Operational Planning & Management

- Implement best practice predator control in accordance with approved work plans and specialist recommendations.
- Maintain a network of technical expertise to ensure that the project stays abreast of current best practice methodologies. Identify and advise on areas of improvement.
- Develop and implement detailed plans for the predator control programme in collaboration with the project team to ensure adequate resourcing. Identify periods of resource scarcity and report these promptly to allow sufficient time for resolution.
- Design and implement an efficient, user-friendly system for data collection and inventory management, continuously improving it to remain fit for purpose.
- Utilize contemporary platforms, including spreadsheets, TrapNZ, and ArcGIS, to manage and interpret biodiversity and catch data collected by the project. This data will inform adaptive management decisions to ensure the optimization of conservation outcomes.
- Identify gaps in the predator control network, making recommendations for improvements.

#### Outcome Monitoring

- Lead the ongoing implementation of the project monitoring plan.
- Coordinate the quarterly servicing of pest animal monitoring lines and collation of associated data.
- Analyse and report results to the Project Manager, making recommendations for future adaptive management strategies where required.
- Plan and implement agreed improvements to the monitoring plan.
- Coordinate biodiversity monitoring, including species specific monitoring, such as the annual kōkako census and nest finding survey.

#### Volunteer Training & Support

- Provide technical in-field predator control training to volunteers as part of their induction and on-going training.
- Identify areas of improvement and facilitate additional training as required to ensure best practice standards can be consistently achieved.
- Ensure that health & safety risk assessments are prepared for all field work activities, included in inductions, and project personnel are familiar with the Project's Health & Safety Plan as well as Forest & Bird's H&S protocols.
- Ensure that volunteers have access to all health & safety equipment to carry out their tasks safely, including radios, PLB's & first aid supplies.

#### Staff, Contractor and Volunteer In-field Management

- Manage field support staff as required
- Participate in the hiring, induction and in-field management, including auditing, of contractors to support conservation outcomes.
- Ensure project personnel are supplied with the necessary tools and equipment to perform tasks efficiently, effectively, and safely according to project best practices and protocols.
- Ensure that all project personnel undergo thorough in-field induction and are adequately trained to carry

out the conservation mahi they are assigned to do.

- Ensure that all project personnel undertaking field work are fully trained, and implement upskilling as needed to ensure that predator control tasks can be carried out to best practice standards.

#### Health & Safety

- Develop H&S risk assessments and safety briefings for practical conservation in-field activities in accordance with Forest & Bird protocols.
- Prepare health & safety plans for field work in accordance with Forest & Bird's H&S protocols.
- Ensure the consistent implementation of Forest & Bird's Health & Safety Management System by all project personnel.
- Ensure that all volunteers are fully trained before commencing their tasks, equipped 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 a variety of stakeholders is pivotal to the long-term success of the Project. Key relationships for this role include:

#### Internal

- Ark in the Park Project Manager, project staff & volunteers
- 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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- At least 5 years' experience in the application of predator control practices in New Zealand.
- Demonstrated knowledge and experience in planning, installation and monitoring of best practice predator control networks.
- Diploma level qualification (or above) is desirable, preferably in a relevant environmental / conservation field (equivalent experience can be considered).
- Sound understanding of relevant ecological principles, and biodiversity and biosecurity issues in the New Zealand context.

- Ability to manage and analyse predator control and monitoring data.
- Experience in use of GPS and mapping tools.
- Experience working with volunteers and an understanding of their needs.
- Demonstrated remote and face-to-face communication skills and experience of working with landowners to achieve conservation outcomes.
- Excellent interpersonal relationship management skills, with the ability to work with a wide range of people, including volunteers of different ages and backgrounds in the community.
- Team player with collaborative working style who enjoys working with others to achieve goals.
- Highly organised, resilient, and capable of managing a wide range of competing priorities.
- A high level of personal motivation, able to initiate and complete tasks independently and in a timely manner.
- This position requires some familiarity with Te Ao Māori including, for example 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.
- A current Comprehensive First Aid Certificate
- Good level of physical fitness and tramping, orienteering or other bush experience.
- Flexibility to work outside 'normal' working hours when required.