

Royal Forest and Bird Protection Society of New Zealand Inc.

JOB DESCRIPTION

Job title

Regional Conservation Manager (updated) - Draft

Purpose

Lead and support conservation campaigns, influencing environmental protection rules and resource use decisions across land, freshwater, and ocean activities. Provide strategic guidance and direction on conservation activities and issues in the Auckland Region.

RCMs are responsible for conservation advocacy and knowing the conservation issues in their geographical area, and the delivery of Forest & Bird's strategic and operational plans throughout each region and on specific national issues.

Regional Conservation Managers will work as a team to manage the implementation of the operational plan and Forest & Bird's advocacy, with support from the Regional Advocacy Manager and GM.

This role is an integral part of the wider Conservation, Advocacy and Policy 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.

Specific duties and responsibilities

Advocacy

Advocate on conservation issues in relevant communications and media channels.

Advocate for and represent the Society's interests and position with national and local politicians and associated organisations or agencies.

Provide advice to the Society's managers, other staff and membership on conservation issues, campaigns, and priorities.

Prepare and present submissions on behalf of the Society and assisting other staff and branches to prepare submissions.

Participate in policy and/or strategy development at local, regional, and national levels to achieve conservation gains.

Maintain a regional presence with local authorities, the Department of Conservation, and other organisations.

Represent the Society on technical working parties and /or sector/NGO groups when required.

Identify issues at local levels that justify regional or national campaigning and provide advice on them.

Campaign Leadership

Lead or participate in Campaigns at the National, Regional, or Local level.

Work collaboratively within the Conservation Advocacy and Communications team and across the organisation to determine and deliver on work priorities and programmes.

Deliver on the Society's operational and strategic plans plan and implement Forest & Bird's advocacy work, engaging agencies, and the public in key national conservation campaign activities.

Policy Development, Analysis and Advice

Undertake policy and strategic analysis of conservation issues and Government proposals for legislation or policy.

Help develop Society policies.

Work with other staff to develop, review, and revise the Society's operational and strategic plans.

Provide strategic advice and regional knowledge to Society projects at all levels in collaboration with the Projects, Branches, and Networks team.

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.

Provide advice to Branches, other networks, and staff on national, regional, and local conservation issues.

Relationship Management

Develop and maintain relationships with other conservation stakeholders, collaborating with them to protect and restore nature.

Develop and maintain relationships with Iwi and hapū to protect and restore nature.

Develop and maintain relationships with experts in specific conservation issues.

Develop and maintain strategic branch, youth and KCC relationships on matters of key conservation issues within the operational and strategic plans.

Build and maintain knowledge across a broad range of conservation issues.

Develop and maintain relationships with territorial and national Government Agencies and bodies and locally based MPs in their geographical region.

Participate in fundraising work for Forest & Bird.

Other work and responsibilities delegated or assigned from time to time by the GM Conservation Advocacy & Communications.

Health and Safety (Individual)

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, to the Conservation Health & Safety Advisor.

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, as far as reasonably able, with any instruction by Forest & Bird to allow Forest & Bird to comply with the law.

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:

Internal:

GM Conservation Advocacy & Communications

Communications staff

Other Conservation Advocacy & Communications team members

General Counsel and other Legal staff

Chief Executive / Kaiwhakahaere Matua

Office of the Chief Executive

Other Forest & Bird teams including the Fundraising & Membership and Projects, Branches, & Networks teams.

Forest & Bird Branches, Networks and Members in relevant Regions

Other Group Managers

External:

Regional and national officials of Government Organisations and Agencies

Local Government Politicians and officials.
Ministers and other National Politicians, as agreed.
Conservation Advocacy organisations and NGOs, including other lobbyists and advocates
Conservation sector opinion leaders and specialists
Organisations and Opinion leaders representing primary industry and resource users
Other Advocacy groups with similar interests and objectives, such as recreational advocacy groups, community groups, and individual lobbyists.
Tangata whenua, Iwi-Māori, hapū
Media
Scientists and Experts
Members of the public
Forest & Bird's Partners, Sponsors, or their representatives
Contractors and/or external Suppliers.

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

Skills, experience & education

Tertiary qualification in fields related to conservation, ecology or science preferred.
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.
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.
Competent in using the Microsoft Office 365 suite.
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.

General duties

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 fulfilment 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.