
APPENDIX 1: ROLE DESCRIPTION

Ranger (Habitat)

OVERALL FUNCTION/S:

- Undertake tasks required to support the Trust's coastal conservation programme.
- Ensure that all tasks are aligned to the priorities as set by the current strategic plan.
- Assist in assuring the profile of the Yellow-eyed Penguin Trust remains high.

MAIN OBJECTIVES:

1. Ensure all tasks (verbal / written / practical) are aligned to the objectives of the Trust Deed.
2. Represent the Trust in an affirmative manner with all external agencies and individuals.

Habitat-specific objectives:

3. Carry out maintenance and tasks required to support the Trust's habitat protection and development programme, including species management.
4. Assist with 'working bees' and public planting days.
5. Direct and supervise volunteer workers as required.
6. Help maintain the Nursery as the 'Face of the Trust' to external users.

Note - Location:

Due to the funding of this position, it will be based 0.5 full time equivalent at Okia Reserve, Otago Peninsula, and 0.5 full time equivalent at the Trust's other reserves from North Otago to the Catlins. This work will be carried out using the ratio of 3:2 days Okia/Other in week one, then 2:3 days Okia/Other in the second week, repeating.

KEY TASKS specific to Okia Reserve:

1. To reduce densities of the four main weed species in targeted areas (gorse, broom, elder, wilding pines / macrocarpa), and two minor weed species (blackberry and pampas)

- Assist with the weed control through spraying, scrub cutting and weed tree removal.

2. To showcase the reserve as an example of how the community can participate in conservation, taking advantage of the numerous existing collaborative relationships the Trust enjoys.

- Maintain the good working relationships with community and educational organisations and associate groups who assist with the Trust.
- When directed by the Field Manager, supervise volunteers.
- When directed by the Field Manager, participate in training volunteer supervisors.
- When directed by the Field Manager, lead the induction programme for staff and volunteers.
- In consultation with the Field Manager, identify and encourage community and educational groups to participate in Trust activities.
- Record volunteer hours as required.

3. To continue to involve local iwi (Otakou runaka) in all aspects of reserve management, and in this case specifically the weed control project in the target areas.

- Maintain the good working relationships with local iwi from Otakou runaka and involve their community in reserve work whenever possible.

4. To monitor the endangered hoiho throughout its breeding season, implementing immediate management responses to help the species if required.

- Assist with all aspects of the monitoring programme of penguin populations as requested.
- Assist with the collection and management of yellow-eyed penguin field data and return reports to DOC as requested.
- Assist with all aspects of the monitoring programme for other species found on the reserve.

5. To actively control mammalian pests on the reserve and some adjacent boundary areas, including Taiaroa Bush, to protect hoiho.

- Assist with the eradication of pests including mustelids, cats, possums and goats.
- Assist with monitoring and maintaining traplines.

KEY TASKS specific to other reserves:

Revegetation

- Assist with the pre-planting and planting programmes.
- Assist with track maintenance.
- Assist with the production of plant protectors (weed mats, wire cages and pegs) as required.
- Assist with weed control through spraying, scrub cutting and weed tree removal.

Community Relations

- Maintain the existing good working relationships with community and educational organisations and associate groups who assist the Trust.
- When directed by the Field Manager, supervise volunteers.
- When directed by the Field Manager, participate in training volunteer supervisors.
- When directed by the Field Manager, lead the induction programme for staff and volunteers.
- In consultation with the Field Manager, identify and encourage community and educational groups to participate in Trust activities.
- When working at the Nursery, assist with maintaining the Nursery as the 'Face of the Trust' to external users.

Species monitoring

- Assist with all aspects of the monitoring programme of penguin populations as requested.
- Assist with the collection and management of yellow-eyed penguin field data and return reports to DOC as requested.
- Assist with all aspects of the monitoring programme for other species found on the reserve.

Predator control

- Assist with the eradication of pests including mustelids, cats, possums and goats.
- Assist with monitoring and maintaining traplines.

Fences

- Check fences to ensure they are stock-proof and that solar electric fences are operating.
- Repair fences and assist with the erection of new fences as required.

Record Keeping

- Maintain personal time sheets and work diary listing site visits, work carried out, both formal and informal meetings, and a running record of TOIL (both earned and taken and including an up-to-date balance).
- Contribute to the Field Manager's monthly report to the Conservation Management Committee.

Safety

- Adhere to Occupational Health and Safety requirements and record any accident or incident as required.
- Report to the Field Manager, or others who may be affected, any hazard or potential hazard.
- When at the Nursery alone, ensure that a designated staff member is notified of your intentions and the time when you are due out.

Other

- Share knowledge to foster protection of yellow-eyed penguins and their habitats.
- Purchase supplies as required or as requested by appropriate staff or sub-committees, as per Trust procedures.
- Ensure you, and others working with you, achieve any internal quality control benchmarks.
- Maintain fail-safe systems.
- Act as delegate in the absence of any other Trust staff members as required.
- Assist with general maintenance at the Nursery, and keep any work spaces tidy as required.
- Assist with maintenance of the Trust's hand tools, equipment and service any vehicles as required.
- Any other duties as required.

EXPECTED OUTCOMES:

- Within the constraints of working in the natural environment, successfully complete the tasks as outlined above.
- Maintain good communication with staff, Board and volunteers.
- Interact with a wide variety of groups and individuals in a professional manner.
- Ensure satisfaction with the Ranger (Habitats) is high as measured by feedback and a low level of complaints.

PERSONAL QUALIFICATIONS REQUIRED:

- Driver's License (Full), and preferably 4WD experience.
- First Aid Certificate (or willingness to obtain same).
- Grow Safe Certificate (or willingness to obtain same).
- Knowledge of native plants desirable.
- Excellent communication skills at all levels.
- Willingness to use toxins or herbicides and to assist with Trust weed and animal control operation.

PERSONAL ATTRIBUTES REQUIRED:

- A high level of physical fitness.
- A commitment to conservation.
- A willingness to work unsupervised as a self-managing professional.
- A willingness to work as a team person and be prepared to take instruction.
- Good communication and written skills.
- Flexibility when required by circumstance or climatic conditions to make changes to the daily programme.
- To be a practical person who displays initiative and can see tasks which need attention.
- A commitment to following the requirements of the current Health and Safety Act.
- An ability and willingness to work with volunteers.
- An ability to carry out repetitive tasks.
- An ability to delegate and oversee work done by others.
- An ability to maintain confidentiality.

RELATIONSHIPS:**Overall Direction:**

- General Manager as delegate of the Yellow-eyed Penguin Trust Board

Directly responsible to:

- Field Manager

Responsible for:

- n/a

Oversee Management of:

- n/a

Functional relationships with:

- Other Yellow-eyed Penguin Trust Rangers
- Other Yellow-eyed Penguin Trust staff
- Yellow-eyed Penguin Trust Board members (trustees)
- Department of Conservation staff
- Any visitors to the Nursery
- Any other people who make contact over Trust business

Human Resource Matters:

- General Manager

APPENDIX 2: CONDITIONS OF EMPLOYMENT

- The contract is for one year from **Monday 03 April 2017 to Friday 30 March 2018**.
- Further funding for work only on Okia Reserve (0.5 full time equivalent) is available for two further years, 31 March 2018 – 30 March 2020. Should funding allow, there is an option for the Trust to continue this position as full time.
- Per fortnight, five days to be worked at Okia Reserve (Otago Peninsula) and the other five days at the Trust's other reserves. This will be based on the ratio of 3:2 days Okia/other reserves in the first week and 2:3 days in the second week. Some evening and weekend work may be required.
- Salary \$41,600 per annum (pro rata) or \$20.00 per hour.
- Twenty (pro rata) working days annual leave per year, to be taken at times that suit both parties.
- Five days (pro rata) paid special leave (sickness and bereavement) per annum.
- Special allowances: spraying 30 cents per hour; scrub cutting 30 cents per hour. Paid monthly on receipt of records.
- Outdoor clothing and footwear allowance of \$300 per annum pro rata.
- All safety equipment will be provided as per the Yellow-eyed Penguin Trust OSH management plan.
- Required at times to use own reliable vehicle at rates agreed.
- The place of work shall be based from the Yellow-eyed Penguin Trust Office, Level 1, John Wickliffe House, 265 Princes Street, Dunedin 9016. However, the agreed base could more realistically be the Trust's Nursery at 12 McTaggart Street, Company Bay (Otago Peninsula). Some travel throughout Otago and Southland may be required.