
ROLE DESCRIPTION



Ranger/Kaiārahi (Seasonal)

FUNCTIONS:

To provide support to the Yellow-eyed Penguin Trust (the 'Trust' or 'YEPT') for hoiho recovery work and the enhancement of coastal habitats.

MAIN OBJECTIVES:

- Work as part of the YEPT team on the hoiho monitoring programme.
- Undertake tasks required to support the Trust's coastal habitat conservation programme.
- Assist in assuring the profile of the Yellow-eyed Penguin Trust remains high.
- Represent the Trust in an affirmative manner with all external agencies and individuals.

KEY TASK: HOIHO

Carry out tasks required to support the Trust's hoiho monitoring and conservation programme:

- Assist with the field monitoring programme for hoiho as directed by the General Manager and supervised by the Lead Ranger. Working with other staff and volunteers, this includes, but is not limited to: nest searching; nest/chick checks; moult checks. In accordance with the Trust's processes, other tasks include:
 - Work with others to Identify the course of action for sick, injured or underweight birds, where required working with rehabilitation centres and/or the Wildlife Hospital Dunedin.
 - Locate sick, injured or underweight birds, arrange uplift to rehabilitation centres or the Wildlife Hospital Dunedin.
 - Locate and check moulting birds on Trust reserves and assist with checks elsewhere.
 - Release of rehabilitated hoiho adults and chicks, including soft release.
 - Assist with the rehabilitation of hoiho where required.
 - Liaise with the hoiho community as required to ensure our programme is delivered in a co-ordinated manner.
 - Keep accurate data and input up-to-date records of hoiho identifications, location, tracking movements etc, in the appropriate documents and databases.

KEY TASK: HABITAT RESTORATION

Carry out maintenance and tasks required to support the Trust's coastal habitat protection and development programme.

Revegetation

- Track maintenance for hoiho, vehicles and visitors.
- Weed control through spraying¹, scrub cutting and weed plant removal.
- Participate in the Trust's planting programme, 'working bees' and planting days.

¹ Should it be necessary to use pesticides, appropriate training or certification is required.

Predator control

- Eradication² of pests including mustelids, cats, and possums.
- Monitoring and maintaining traplines.
- Work with volunteer groups undertaking trapping as required.
- Data management of traps and trapping, e.g. Trap.nz

Fences, Gates and Infrastructure

- Maintain fences, gates and infrastructure on our reserves and at the Nursery as required.

Other work

- Assist with aspects of monitoring of other species found on YEPT reserves.

KEY TASK: *ADVOCACY*

Community Relations

- Maintain and further develop the existing good working relationships with the community, volunteers, iwi, and educational organisations, and associate groups who assist the Trust.
- Supervise and participate in training volunteers as/if required.
- Identify and encourage community and educational groups to participate in Trust activities in consultation with the General Manager.
- Participate in Trust events.
- Represent the Trust in a positive and professional manner at all times.
- Share knowledge to foster protection of hoiho and their habitats.

KEY TASK: *ADMINISTRATION*

Record Keeping and Reporting

- Maintain personal time sheets and submit to the Lead Ranger and/or General Manager as directed.
- Record work completed and input into the workplans.
- Contribute to reports as required.
- Complete vehicle logbooks when Trust vehicles are used.
- Record all volunteer hours.

Health and Safety

- Ensure all field staff and volunteer activities comply with the Trust's Code of Conduct, Health and Safety requirements and standard operating procedures.
- Operate in accordance with the Trust's current Health and Safety plans and policies at all times.
- Report to the General Manager, and/or others any hazard or potential hazard, and make any suggestions for improvements as required.
- During your working day, ensure that a designated staff member is notified of your whereabouts, intentions and when you are due back.

² Provided the required training has been gained, or the appropriate supervision and guidance is provided.

Other

- Work within the workplan as agreed with the Lead Ranger and/or General Manager.
- Carry out with general maintenance at the Nursery and Long Point Field Base and keep workspaces tidy.
- Assist with maintenance of the Trust's equipment and vehicles as required.
- Attend all meetings as required by General Manager, for example, weekly staff meetings and Yellow-eyed Penguin Symposium.
- Purchase supplies as requested by appropriate staff as per Trust procedures.
- Any other duties as required.

EXPECTED OUTCOMES:

- Within the constraints of working in the natural environment, successfully complete the tasks outlined above.
- The Ranger is flexible and adjusts to whatever the season throws at us with respect to issues in the hoiho population.
- The Ranger is flexible in both hours and location of work within Otago and Southland.
- Good communication with staff, volunteers and the hoiho community is maintained and improved.
- The Ranger will maintain confidentiality about hoiho and their location, and not share any information, photos or images in social media or other networks without prior permission from the General Manager.

SKILLS AND QUALIFICATIONS:

- Experience of handling and/or monitoring native species.
- Experience in habitat restoration or similar.
- Experience of working in the field including remotely or in a team.
- Full driver's licence, experience driving manual vehicles, and preferably 4WD experience.
- Data skills including Microsoft programmes (Word, Excel)
- Excellent communication and interpersonal skills.
- First Aid Certificate (or willingness to obtain same).
- GrowSafe Certificate (or willingness to obtain same).

PERSONAL ATTRIBUTES REQUIRED:

- A demonstrated commitment to health and safety.
- A commitment to conservation and the environment.
- A high level of physical fitness.
- A willingness to work unsupervised as a self-managing professional.
- A willingness to work as part of a small team including volunteers where required.
- A willingness to take instruction.
- An ability to maintain confidentiality.

RELATIONSHIPS:***Overall Direction:***

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

Directly responsible to:

- Managed by the General Manager
- Supervised on a day-to-day basis by the Lead Ranger

Responsible for:

- Volunteers as required

Functional relationships with:

- Yellow-eyed Penguin Trust staff
- Yellow-eyed Penguin Trust Board members (trustees)
- Department of Conservation staff
- Papatipu rūnaka
- Hoiho community including rehabilitation centres and Wildlife Hospital Dunedin.
- Visitors to the Yellow-eyed Penguin Trust office, reserves and Nursery.
- Landowners
- Other people who contact the Trust.

Human Resource Matters:

- General Manager