

JOB DESCRIPTION

Job Title	Reserve Manager – Waikato and Bay of Plenty
Remuneration	Up to \$54.30 per hour depending on qualifications and experience.
Position Basis	Part time contractor, as a guide it is anticipated that the role will require approximately 16 hours per week pro rata. However more hours are available if needed especially during the first year of service as the Contractor is developing relationships and becoming familiar with the reserves. There may also be the possibility of picking up other budgeted work.
Location	The role is based in the Waikato or Western Bay of Plenty
Travel	It is likely that the position will require regular travel. The Trust will compensate the contractor under the same terms as its other employees/contractors, with kms set at the standard IRD rate which is currently 83 cents.

Introduction

The Native Forest Restoration Trust (NFRT) is a national non-profit organisation formed to buy and restore native forests, creating new nature reserves which are protected for ever for all to enjoy. These reserves provide a home for many of New Zealand's unique and endangered wildlife. The Trust has already acquired over 7,500 hectares of native forest and wetlands throughout New Zealand and continues to actively seek more suitable land for restoration. The Trust relies on the support of the public and this support goes directly into buying and restoring New Zealand's native forest.

The Trust is governed by a board of voluntary Trustees with the support of a Trust Manager, Administrator, several Reserve Managers and a network of Honorary Rangers and volunteers.

NFRT was formed in 1980 when a group of people got together to protest the felling of giant totara in Pureora Forest. Our ethos remains the same as it was back then – if we all come together, we can achieve extraordinary things.

Job Purpose

To provide efficient and effective restoration management of Native Forest Restoration Trust reserves in Waikato and Bay of Plenty.

Job Summary

The Native Forest Restoration Trust owns and manages over 30 reserves from Puhoi Far North (Mangakawakawa) near Peria in Northland to Oreti Totara Dune Forest on the western edge of the suburb of Otatara, near Invercargill in Southland.

The Waikato and Bay of Plenty regions includes Pehitawa Kahikatea Forest, Ed Hillary Hope Reserve, Rangitoto Station, Tui Glen, Palmer Bush, Ross Bishop Memorial, Retaruke & Kurua Bush Reserves, Cynthia Hewett Memorial, Waiwawa, Owen Lewis Reserve and Kaharoa Rotorua (once purchase is completed).

The Reserve Manager will be expected to implement and lead further development in accordance with the Management and/or Biodiversity Plans and budgets for these reserves. The Reserve Manager is responsible for preparing and managing annual budgets, overseeing operations programs

while representing and promoting the Native Forest Restoration Trust in Taranaki and Southern King Country. They will also contribute to NFRT's planning and marketing as required to ensure that the goals of the organisation are achieved. The Reserve Manager requires a sound understanding of reserve management, experience of working in remote/rural locations and working in a positive and collaborative manner with diverse groups of people. NFRT often relies on its supporters and local communities taking a role in the ongoing management of its reserves. The Reserve Manager is also tasked with overseeing contractors, engaging with local groups and supervising volunteers.

Accountability

The Reserves Manager reports directly to the Trust Manager. Accountabilities and objectives will be outlined in the Reserve Manager's contract and reviewed annually as part of contract renewal.

Duties and Responsibilities

The Reserve Manager will ensure that the management of all Waikato and Bay of Plenty Reserves meet the goals of the Native Forest Restoration Trust and key partners.

The Reserve Manager will be responsible for monitoring progress and addressing any issues that arise on reserves. This information and knowledge will then be used to inform and adapt reserve management to improve conservation outcomes across these reserves and surrounds. Additionally, the Reserve Manager is also responsible for the development and management of the reserve budget in line with NFRT's management planning processes, as well as the management of relationships with the local and broader community and other key stakeholders.

Key responsibilities include

- Planning and prioritising operational program delivery across Trust reserves.
- Visiting Trust reserves on a regular basis throughout the year with the aim of monitoring progress and making regular contact with Honorary Rangers (on reserves where one is present), stakeholders, contractors and volunteers.
- Preparing annual work plans and budgets for each reserve (broken down into expense types with a timeline).
- Management of reserve operating budgets including reporting variances to the Trust Manager.
- Overseeing the implementation of annual work plans for each reserve including co-ordinating Honorary Rangers, contractors and volunteers and monitoring of work done.
- Organising and overseeing activities such as pest animal control, weed control, tree planting, fencing and track maintenance.
- Assessing the current needs of each reserve and implementing and reviewing management plans.
- Keeping reserve management and work plans up to date and preparing new management plans as required.
- Meeting the Trust's information management requirements for data collection, reporting and storage including setting up (if required) and updating trap catch data on Trap.NZ
- Preparing a written monthly report on the progress of work plans and attending bimonthly Trust meetings (online and in person) as required.

- Representing the interests of the Trust, actively networking and publicising the work of the Trust.
- Identifying reserve management funding and support opportunities and submitting funding applications to supplement reserve budgets. Co-ordinating, managing and monitoring funds from successful funding applications to aid the ecological restoration of reserves.
- Engaging public support and securing volunteer workers where appropriate.
- Drawing up and maintaining an inventory of Trust assets on reserves, checking that they are being kept in good condition.
- Assisting with NFRT's marketing and communications programs including contributing to the Trust's Canopy newsletter as required.
- Complying with the Trust's Health and Safety Policy to ensure their own safety and the safety of others.
- Maintaining Hazard Lists and H&S Plans for each reserve and update as required.
- Maintaining herbicide and pesticide registers.

Relationships

- Promote the Trust's Waikato and Bay of Plenty reserves.
- Further development of relationships with Iwi, Local and Regional Councils, the Department of Conservation, QEII National Trust, local community groups and neighbours and other interested parties to promote effective reserve management, advance conservation outcomes in the regions, and build community relationships and participation in NFRT's work.

Key Outcomes

- Development and implementation of reserves work and management plans – specifically: pest animal control to reduce mammalian pests including goats, deer, pigs, possums, rabbits, rats and mustelids and maintain pest populations at low levels allowing for the recovery of native flora and fauna; control of invasive weeds; restoration activities including planting; interpretive signage for educating, orienting, and inspiring visitors to reserves; infrastructure maintenance including fencing maintenance to ensure reserve boundaries are maintained at a stock proof standard.
- Healthy, positive and productive stakeholder relationships, especially with Iwi, Local and Regional Councils, the Department of Conservation, QEII National Trust, scientific institutions, volunteers, local community and neighbours.
- Safe reserve operations.

Qualifications, Skills and Selection Criteria

Essential:

- A relevant tertiary qualification and/or extensive experience in reserve management or biodiversity conservation.
- A passion for restoration and conservation with a good knowledge of New Zealand weed and native plant species.

- Excellent planning and organisational skills.
- Demonstrated experience in the development, implementation and tracking of reserve works plans & budgets.
- Skills in managing contractors and running work programmes.
- Ability to work independently, exercise delegated authority, and lead and supervise teams of volunteers safely.
- Self-motivated and capable of working safely alone.
- Positive interpersonal skills and the ability to work with opinion leaders, officials, and people in the community.
- Good written and spoken communication skills and political judgement.
- Demonstrated communication, negotiation, project management and problem-solving skills.
- Knowledge and experience of funding applications and reporting.
- A current Growsafe Standard Certificate or equivalent (or a commitment to organising this).
- Current full New Zealand Driver Licence.
- New Zealand work permit.

Desirable:

- Ability to use Geographical Information Systems (GIS) software to develop, manage, query and display spatial data relevant to reserve management plans.
- A commitment to the values and objectives of the Native Forest Restoration Trust.



Ed Hillary Hope Reserve midway between Hamilton and Raglan on SH23