



KAIPARA

POSITION DESCRIPTION

Kaiarahi Te Tari Taiao

REPORTS TO Pouwhakahaere Te Tari Taiao

DATE 15 May 2018

PLACE OF WORK Various across the Rohe

STATUS Part Time - Full time TBC

SALARY RANGE To be agreed

PURPOSE OF THE ROLE

Kaiarahi are responsible for delivery in Care, Conservation, Pest Management, Maintenance, Monitoring, Safety, Education, Visitor Experience and Preservation. Kaiarahi need to have a broad skill base, able to work alone at times, be solution-focused and able to multi-task. The role requires engaging with neighboring land owners, visitors, as well as working alongside and sometimes mentoring whanau and volunteers.

Across the organisation the Kaiarahi will be considered a highly-visible, customer-focused, delivery team. A culture of integrated teamwork will be encouraged around sharing knowledge, always learning and striving to improve. Kaiarahi will need to be physically fit.

BACKGROUND

Ngā Māunga Whakahii o Kaipara Custodian Trustee Ltd is the Post Treaty Settlement Governance entity, based in Te Awaroa-Helensville, mandated to act on behalf of members. The Trust operationally manages those land settlement assets held in trust by Ngā Maunga Whakahii o Kaipara Tari Pupuritaonga Trust Limited and coordinates and facilitates the interests of Ngāti Whātua o Kaipara, including Kaitiakitanga (Guardianship) across the Ngāti Whātua o Kaipara Area of Interest.

This provides for the management of land returned under the 2013 Claims Settlement Act for conservation purposes through the restoration and protection of the health and wellbeing of the Reserves for present and future generations. Land returned for commercial use by the Trust maybe maintained as part of this role.

To find out more please go to www.kaiparamoana.com

THE TEAM

The accomplishment of the annual programme requires exceptional teamwork from all Ngā Maunga Whakahii o Kaipara staff, members and volunteers. Teamwork at Ngā Maunga Whakahii o Kaipara requires the cohesion of a diverse group of people across various subsidiaries, by building a good rapport with each other and establishing short and long- term goals. Team members are required to have a track record demonstrating initiative and success, be suitably qualified and experienced, and work positively within a team towards a common goal.

ABOUT THIS POSITION DESCRIPTION

This position description is intended to provide an overall view of the role and responsibilities as at the date of approval. The specifics of the role will be reviewed on a regular basis as need arises and adjustments may be made to key responsibilities and accountabilities.

ADDITIONAL FACTORS

This position description details the minimum outcomes required for the position and for employment. Ngā Maunga Whakahii o Kaipara has responsibilities for seven day per week operations. After hours and weekend work will be required from time to time.

A non-smoking, drug free policy is effective in New Zealand buildings, offices and motor vehicles. The non-smoking policy applies to Te Ngahere.

Health & Safety is paramount, with appropriate licensing and process knowledge, this role may be required to use firearms, chemicals (sprays & pesticides) use machinery (chainsaws, traps etc) and drive vehicles on gravel/unformed roads.

Tourism occurs in many areas that will form the workplace, instances of illegal access, poaching or unapproved activity may be encountered, good communication skills are required.

Sites of Significance are included in the work sites and familiarity and observance of Tikanga is required.

Waterway and Harbour access to sites means Water Safety knowledge and compliance is required.

KAIARAHİ TEAM

Under the leadership of Te Tari Taiao, the Kaiarahi in the Team take responsibility for 'on the ground' implementation of the conservation programmes that are focused around protection, species welfare and restoration. The Te Tari Taiao Manager and their team are responsible for upholding the integrity of Ngā Maunga Whakahii o Kaipara's vision to care for and restore the whenua and through its programmes, services, and partnerships, ensure long-term sustainability.

Science is woven into the activities of the Kaiarahi team, eg: technology use, water testing and information. However, we uphold the Mātauranga Maori world view. There is a unique opportunity to explore approaches that help us achieve this in the through on-ground conservation action. This role will be central to helping achieve that objective.

KAIARAHİ TAIAO- KEY RESPONSIBILITIES

- Team and personal accountability
- Care and protect the environment.
- Assisting with developing practices to integrate Mātauranga Maori & Science
- Visitor experience
- Health & Safety
- Operational support - monitoring
- Biosecurity
- Relationships
- Track, Fencing & Property maintenance

Team and Personal Accountability

- Undertake survey, monitoring and control of animal and plant pests as directed, implementing best practice to ensure all actions are safe and effective.
- fill out logs that record details such as the setting of traps, plants to be observed/controlled and monitored
- Cultural Monitoring as needed. Site visits for the identification of cultural interests.
- Maintenance of the surrounds of property.
- Undertake capture and transfer of indigenous fauna in accordance with standard protocols and permit requirements, as directed.
- Undertake survey, monitoring, management and approved manipulations (eg. catching, banding, attaching transmitters, disease screening) of fauna restored to and/or resident in the sanctuary following best practice to achieve successful restoration outcomes. Prepare reports and presentations as directed.
- Undertake restoration planting, and survey and monitoring of native plants as required, following approved protocols.
- Undertake monitoring of the freshwater ecosystem as directed, following established procedures.
- Undertake checks of people, vehicles and supplies as required, to ensure no accidental introduction of organisms, animal or plant pests into the valley.
- Make accurate observations, keep good records, and keep databases up-to-date.
- Oversee and, where necessary, train volunteers, and other short-term workers as required.
- In conjunction with the Manager, identify personal areas of development and training opportunities within the role and formulate an ongoing practical training plan to address these.
- Let your Manager or work colleagues know at all times where you are going to be working.

Practices to integrate Mātauranga Maori into conservation

- Offer approaches and suggestions as to how on-ground conservation activities might better align with Mātauranga Māori.
- Provide input into emerging conservation programmes, including the protection & restoration strategy, to ensure they reflect Te Ao Māori.
- Advocating for the care of our natural resources (e.g. ngahere, manu, plants, insects, water, sand dunes, rongoa and kai moana).

Visitor Experience

- Foster a can-do philosophy and provide exceptional service to all visitors and users, including customers, both internal and external.
- Play an appropriate role in ensuring facilities are maintained to the highest standards.
- Assist with a wide range of site-specific events as and when required.
- Ensure any incidents, concerns or issues are referred to the Pouwhakahaere Te Tari Taiao

Relationships

- Maintain connections with mana whenua of each Marae.
- Create and maintain good relationships with workers and visitors, including awareness of and sensitivity to their needs.
- Supervise, motivate, and train volunteers, and other short-term workers when required.
- Be an active part of a friendly, well informed and “can do” customer focused work force able to provide pertinent information and act professionally at all times. Demonstrate the ability to communicate effectively with a number of different stakeholders.
- Be able to work in a community environment forming and maintaining effective relationships with various people within the community.

Technical & computer skills

- Have knowledge of Mātauranga Māori and interest in reflecting this world view in conservation action. Recognise that the land provides us with healing and food.
- Be able to identify native flora and fauna and be proficient in restoration and monitoring techniques required by the conservation and research programmes.
- Be able to identify weeds and animal pests and be proficient, or demonstrate an ability to develop proficiency, in pest monitoring and control.
- Understand and follow established policy and procedures, particularly those relating to safe storage and handling of toxins.
- Have a current drivers license and experience of 4WD and quad bike operation.
- Have experience in using Microsoft applications, particularly Word and Excel programmes.
- Analyse data using statistical approaches to inform management actions.
- Have experience in the use of GIS and radio-telemetry techniques.
- Have experience in handling, capture, measuring, banding or marking wildlife.

Health & Safety

- Help Ngā Maunga Whakahii o Kaipara to be an accident free work-site and safe visitor experience.
- Be capable of responding to emergencies and providing First Aid where applicable.
- Develop a good knowledge of the whenua layout, facilities, security and health & safety procedures.
- Comply with all Health & Safety Policy requirements.
- Ensure appropriate Tikanga used to nurture the environment, self & others.
- All employees have a responsibility to work to keep a safe and healthy work environment by practicing safe work methods, identifying work place hazards and using appropriate safety equipment.

Biosecurity

- All employees must take Ngā Maunga Whakahii o Kaipara Whenua biosecurity seriously, following staff & equipment guidelines for entry checks.
- We have a shared responsibility that the whenua is maintained as an environment free of pests, allowing restoration progress to be made against the vision.

NOTE: the above responsibilities and expectations are provided as a guide only. The precise performance measures for this position will need further discussion between the jobholder and manager as part of the performance management process.

KEY RELATIONSHIPS

Internal: Ngā Maunga Whakahii o Kaipara staff, whanau and volunteers

External: Visitors, locals & Agencies IE DOC, MPI Council

PERSON SPECIFICATION

The preferred candidate will have knowledge of Mātauranga Māori and reflect this world view in action. The candidate will possess good problem solving and analytical skills. Candidates will ideally have experience in one or more aspects of conservation management, which may include, pest management, threatened species management, habitat restoration. A full drivers license is required and previous experience with 4x4 vehicles, ATVs, first aid, machinery, practical conservation or biosecurity work.

Personal Attributes

- Solid relationships with whanau.
- Team player - effectively self-manage and still integrate well as a team player.
- Demonstrate a respect and understanding of the cultural & historical significance of the area.
- Knowledge of Ngāti Whātua o Kaipara Tikanga.
- Have a level of good level of physical fitness compatible with being able to maintain a full day of manual work and confidence in working in steep terrain in a backcountry environment.
- High level of personal presentation and wear practical attire suited to the job.
- Takes personal responsibility for actions and is accountable.
- Responds openly and constructively to feedback.
- Appreciates the dynamics of the Trust with limited resources and community needs, so is willing to roll up their sleeves and do whatever it takes.
- Able to work flexible hours.
 - A First Aid Certificate
 - A Current Growsafe Certificate
 - Gun License
 - Experience in weed control using Herbicides – Qualified DGM
 - Ability to identify invasive weeds
 - Experience and/or qualifications in working with machinery ie, chainsaws, scrub bars and other field based equipment
 - Good communication skills and an ability to get on with people
 - Boating skill & knowledge.