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# Job Description

Southern Ruahine Kiwi Fieldwork Coordinator

## Position Details

Job Title:	<b>Southern Ruahine Kiwi Fieldwork Coordinator</b>
Role type:	Part-time
Reporting to:	Ruahine Kiwi Project Lead
Location:	ENM Office based in Palmerston North
Hours:	24 hours per week
Wage Range:	\$30- \$33 per hour

## Background Information

Southern Ruahine Kiwi is a project managed by ENM in partnership with Mauri Oho/Manaaki Ruahine Trust. ENM is the environment hub for the Manawātū region, connecting and inspiring communities to take environmental action.

Understanding that all life is part of a thriving, self-sustaining ecosystem, our vision is that the ecological and human communities in the Manawātū River catchment, are living in harmony.

We provide sector leadership, build capacity and capability, and create community.

ENM is proud to be Palmerston North City Council's go-to group for environmental work. As a member-led group, we work alongside our network to share ideas, get things done, and push for positive change. We lead by example, supporting everyone in their mahi and making sure they have what they need to achieve their goals.

We believe in bringing people together. We help strengthen community connections, provide opportunities to meet others, and create spaces where people can talk about what's needed and work together to find solutions.

We're passionate about protecting the environment, and we know that to make a real difference, we need to stay strong ourselves. We focus on getting the right resources for the community and helping our network groups and locals build their skills. By encouraging learning, working together, and supporting volunteers, we help everyone make a positive impact.

## ENM Employment Principles

ENM is committed to being a good employer applying good faith principles and providing a quality working environment, as well as fair, transparent and consistent employment processes.

## ENM's Motivation

- Taking responsibility to care for the environment and each other
- Becoming better Te Tiriti partners
- Collaboration and inclusivity
- A belief that small actions can have a big impact



## Southern Ruahine Kiwi's Vision

The vision and mission of Southern Ruahine Kiwi (SRK) plays a critical role in the restoration and enhancement of native biodiversity along the eastern spine of the North Island by connecting our mahi in the central North Island's Ruahine Ranges to mahi from the Kaweka to the Raukumara Ranges in the far northeast, and to mahi from the Tararua to the Makara Ranges in the south.

SRK's primary mahi is predator control, environmental monitoring, data management and public engagement. This supports recovery of existing biodiversity; reintroduction and nurturing of kiwi and other species that have become extinct over the last two centuries; and growth of our collective appreciation of the Ruahine.

SRK's current focus is on removal of mustelids to secure an un-fenced sanctuary in the southern Ruahine Forest Park and its surroundings where NI Eastern Brown Kiwi can be re-introduced and thrive, ultimately supporting a new population of up to 500 kiwi pairs.

## Purpose of the Position

This position will ensure that the SRK Fieldwork teams are resourced and managed to deliver the SRK Pest Management and Environmental Monitoring Plans.

## Responsibilities

This position requires working alongside and cooperating with paid staff, contractors and volunteers of Southern Ruahine Kiwi and its partners.

This role will cover a range of coordination/activation responsibilities, including:

- working with the SRK Project Lead (PL) and formal SRK Collaborators in developing and evolving implementation schedules for the Pest Management (PM) and Environmental Monitoring (EM) Plans including fieldwork, field equipment, and supplies,
- continued activation of landowner support, including negotiation of access agreements,
- coordinating the implementation schedule with project partners, contractors, community volunteers and landowners to deliver the PM & EM plans,
- liaising with PL on negotiation and monitoring of work contracts and performance agreements,
- recruiting, training, and scheduling community fieldworkers,
- ensuring that trapping and monitoring data meets the requirements of the PM & EM Plans,
- assessing the trapping and monitoring data,
- proactively resolving field equipment issues and working closely with collaborators as needed,
- working with the PL to ensure the PM & EM Plans evolve to meet the SRK project's vision,
- trapping, predator control and monitoring fieldwork.

## Other Activities

The Fieldwork Coordinator will assist the Project Lead with

- purchasing and maintenance of equipment and supplies,
- liaison with DOC, Horizons, and other sponsors,
- funding activities and applications, and
- communication with sponsors, affiliated environmental groups, and the wider public.



Other activities may be undertaken by mutual agreement with the SRK Project Lead.

## Health and Safety

- The Fieldwork Coordinator will follow ENM and SRK Health and Safety Guidelines. They will take all practical steps to ensure their safety at work and report any health or safety issues to the SRK Project Lead.
- The Fieldwork Coordinator will ensure all members of the fieldwork teams engage with and understand the Health and Safety guidelines.
- The Fieldwork Coordinator will take all reasonable steps to ensure the health and safety of participants is maintained at any events or activities they are delivering as part of their role.

## Key Results

The key results are largely informed by SRK's Pest Management and Environmental Monitoring Plans. Success in this role will mean that:

- SRK is seen as a trusted partner by mana whenua, landowners, and sponsors, and is regularly engaging in conversations and collaborations.
- SRK fieldwork teams are functioning effectively.
- Data from the EM and PM Plans, and other sources, indicate that the fieldwork is achieving the intent of the PM Plan.

## Key Relationships

- The Fieldwork Coordinator has a direct reporting line to the SRK Project Lead.
- Where SRK has Collaboration Agreements with other organisations, the Fieldwork Coordinator will work to support and enhance the spirit of those agreements.
  - e.g. SRK-Mauri Oho/Manaaki Ruahine Trust Collaboration Agreement.
- The Fieldwork Coordinator will work closely with mana whenua representatives, landowners, members of the Ruahine Whio Collective and other local environmental groups involved in predator trapping.
- The Fieldwork Coordinator will ensure that fieldwork is undertaken in a way that enhances ENM's relationships with local government officers and elected representatives, as well as others working in the environmental management space across the country.
- The Fieldwork Coordinator will work alongside and with other ENM staff and volunteers.
- The Fieldwork Coordinator will on occasion work with members of the ENM Board, funders, sponsors and other stakeholders.

## Personal Profile

The Fieldwork Coordinator will have:

- confidence in developing positive relationships with participating iwi/hapū, landowners, Horizons staff, DOC staff and other stakeholders as required,
- experience in trapping for predator control, solid bush skills and physical fitness,
- experience in planning and deploying traplines and other field equipment,
- good knowledge of the Southern Ruahine,
- skills in GIS mapping, data management and project planning,
- experience in recruiting and training trappers,
- skills to schedule servicing of multiple traplines and environmental monitoring lines.

- skills in monitoring and field-data recording techniques, including the use of trail cameras, acoustic recorders, and use of "TrapNZ" App,
- experience with tracking tunnels, chew cards, 5-minute bird counts an advantage but not essential,
- solid Health and Safety skills,
- a First Aid Certificate,
- a full driver's license,
- ability to think strategically, apply analytical thinking and demonstrate good communication skills, and
- initiative, self-motivation and flexibility with a willingness to learn and adapt.

