

Position description



Position title: Ranger Infrastructure – Weekend Duty Operations

Position type: Part Time Permanent (9 hours/week)

Location: Zealandia Te Māra a Tāne, Waiapu Road, Karori, Wellington

Supervisor: Lead Ranger, Infrastructure

Purpose of the role

The person in this role will primarily be responsible for ensuring the sanctuary valley is a safe and welcoming space for visitors, staff and volunteers through carrying out ‘duty operations’ on a permanent part time basis, working every Saturday. The person in the role will respond to urgent or emerging situations and will start first responder processes such as first aid, wildlife issues, putting in place health and safety equipment, and connecting with other team members for biosecurity breaches. All activities should have visitor experience perceptions and safety in mind. The person in this role will also carry out key tasks for the infrastructure and conservation teams as directed and where time allows, and mentor volunteers where required.

Duty operations rangers are a highly-visible, customer-focused team focused on programme delivery. A culture of integrated teamwork is essential to ensure knowledge is shared with the whole team. All Rangers will need to be physically fit.

Like all members of staff at Zealandia, the person in this role will be expected to actively uphold our responsibilities under Te Tiriti o Waitangi, maintain and promote exceptional health and safety, and support the maintenance of biosecurity in the sanctuary.

Organisation background

Zealandia Te Māra a Tāne is an organisation that cares for a 225 ha world class ecosanctuary in Wellington, New Zealand. We have a 500-year vision to restore a unique forested valley—Te Māra a Tāne. Zealandia’s first generation of restoration effort has resulted in flourishing forests and the establishment of many native species, from hihi to tuatara. Looking forward, Zealandia Te Māra a Tāne’s next generation is focused on [‘Living with Nature—Tiaki Taiao, Tiaki Tangata’](#). *“We connect people with our unique natural heritage, and inspire actions that transform how people live with nature in our cities, towns and beyond”*. This purpose is visible through our leading education, conservation, restoration and engagement activities.

Zealandia Te Māra a Tāne is a not-for-profit organisation, and its conservation, restoration and outreach work is made possible by an award-winning sustainable business model. Funding currently comes from visitors and tours, our café, memberships, grants, sponsorships and donations. Every role in the organisation has some part to play in ensuring our 130,000+ visitors, 500+ volunteers and 18,000+ members are cared for and welcomed into the Zealandia Te Māra a Tāne community.

As an organisation we honour Te Tiriti o Waitangi are on a journey towards learning how this plays out across our work as Tiriti partners. We accord value to te ao Māori (the Māori world), and

support mana whenua to fulfil their role as kaitiaki. All staff are encouraged to build capacity and confidence across te ao Māori including te reo Māori me ōna tikanga, and Te Tiriti o Waitangi.

The Zealandia Te Māra a Tāne team

Zealandia Te Māra a Tāne is a medium size organisation, with around 100 people employed in different contexts. We have around 500 volunteers who support all our work. We pride ourselves on exceptional teamwork which is required from all staff, volunteers and members. The dynamic nature of Zealandia Te Māra a Tāne means it is an incredible place to extend and challenge yourself, have real on-ground outcomes for conservation and community engagement, and to be part of a successful team.

Zealandia Te Māra a Tāne is managed by the Karori Sanctuary Trust. To find out more please go to www.visitZealandia.com/

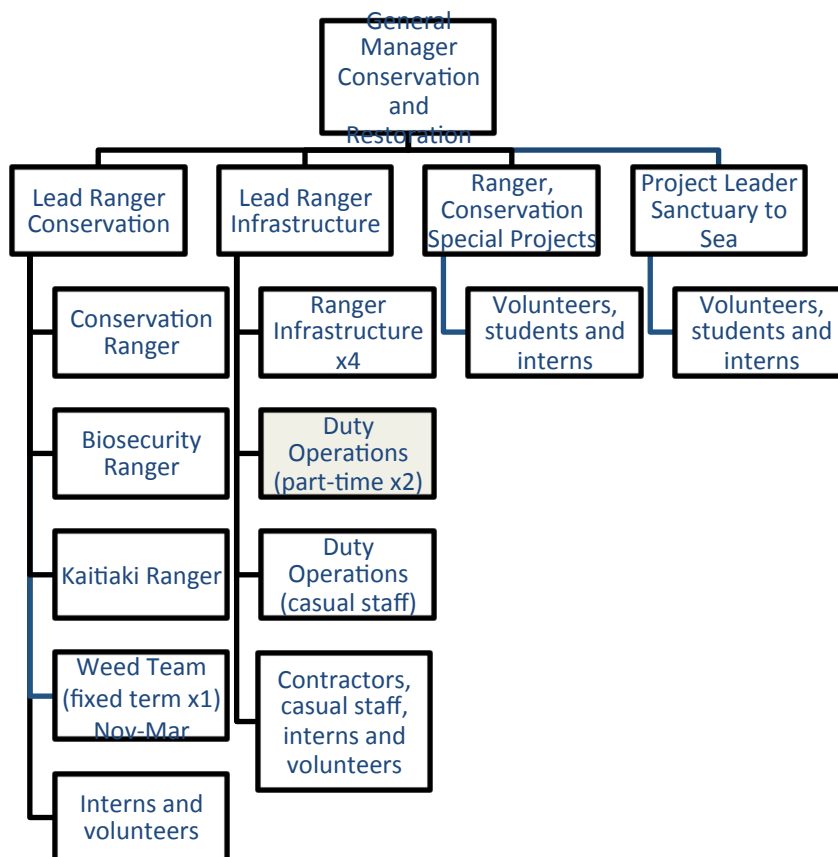
About this position description

As the work and priorities of Zealandia Te Māra a Tāne change over time, so will the requirements of each of its staff. As such, this document is not intended to represent the role that the occupant will perform in perpetuity. 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 and adjustments may be made to key responsibilities and accountabilities.

This position description details the minimum outcomes required for the position and for employment. Zealandia Te Māra a Tāne is a seven day per week operation. After hours and weekend work will be required from time to time. A non-smoking policy is effective on sanctuary land, with the exception of a designated smoking area.

The Infrastructure team

The Infrastructure team is responsible for overseeing the management and monitoring of the predator exclusion fence, tracks and trails, pine removal, valley health and safety and delivery of key tasks that further the restoration of the valley. This team maintains a culture of continuous improvement and cost effectiveness, it looks at ways that volunteers can support our commitment to community involvement and make this an authentic experience for those involved.



Key responsibilities

1. Duty Operations

- Oversee valley safety and confidently carry out first responses for urgent or emerging needs in the valley. This includes first aid, conservation, biosecurity, emerging health and safety concerns, and visitor experience solutions.
- Undertake installation and maintenance of Zealandia tracks, bridges, fences, buildings/fittings, interpretive displays, A.V equipment, vehicles, seats, signage etc to agreed standards.
- Provide feedback to the Lead Ranger Infrastructure regarding any maintenance required in the valley.
- Communicate rapidly about emerging issues with the Lead Ranger Conservation and Lead Ranger Infrastructure.
- Ensure all actions undertaken uphold our visitor experience standards.
- Accurately and professionally adhere to the organisation's opening and closing procedures.

2. General infrastructure, conservation and visitor experience work

- Carry out conservation and infrastructure tasks such as repair or maintenance of facilities, nest box build, and other tasks as directed by the Lead Ranger Infrastructure and Lead Ranger Conservation.
- Establish and nurture good working relationships with other key stakeholders, including the Conservation, Infrastructure and Visitor Experience teams.
- Oversee volunteers when required.
- Foster a can-do philosophy and provide exceptional service to all visitors to the sanctuary including customers, both internal and external.
- Play an appropriate role in ensuring public and staff facilities are maintained to the highest standards.
- Attend team meetings and training sessions as required, and work effectively and collaboratively as a team to ensure organisational priorities are achieved.

- Actively seek opportunities to enhance the reflection of te ao Māori in our day-to-day work.

3. Health and Safety

- All employees have a responsibility to work towards keeping a safe and healthy work environment by practising safe work methods, identifying workplace hazards and using appropriate safety equipment.
- Adhere to Zealandia Te Māra a Tāne’s code of conduct to support a healthy, safe and enjoyable work environment.
- Ensure health and safety is addressed in day-to-day activities for all staff, volunteers and visitors in the sanctuary.
- Ensure your workspace is a safe working environment through adherence to the Health and Safety at Work Act 2015 and implementation of Zealandia Te Māra a Tāne’s policies on safety.

4. Biosecurity

- We have a shared responsibility that the valley is maintained as an environment free of key animal and plant pests, allowing restoration progress to be made against the 500 year vision.
- All employees must take Zealandia Te Māra a Tāne’s biosecurity seriously so the risk of accidental introductions is minimised.
- Ensure all visitors and groups visiting with you adhere to biosecurity processes.

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:

- Zealandia staff and volunteers
- Approved contractors and other workers
- Zealandia Te Māra a Tāne Members and visitors

External:

Person specification

Qualifications and experience

- Full drivers licence
- Previous experience with 4x4 vehicles, ATV’s, first aid, practical conservation, construction or landscaping work would be an advantage.

Personal Attributes

- Demonstrate a sensitivity, respect and understanding of the cultural and historical significance of the area
- Takes personal responsibility and is accountable
- Personal presentation to a high standard
- Excellent verbal communication skills
- Positive team player with a can-do attitude, energetic and results driven
- Excellent fault-finding, problem solving and analytical processing skills.
- Appreciates the dynamics of a not-for-profit organisation with limited resources and community needs, so is willing to roll up their sleeves and do what it takes
- Able to work weekends and public holidays.

Current: October 2022