

Position description

Position title: Senior Ranger Infrastructure

Position type: Permanent Full time (40 hours/week)

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

Supervisor: Manager Infrastructure

Purpose of the role

This role provides technical leadership to a small, high-achieving, team of rangers who ensure the world's first predator exclusion fence retains the integrity required to protect various native taonga including kiwi pukupuku, takahē and kākā, and that the infrastructure within the fence is suitably maintained to serve our 140,000 visitors annually.

The Senior Ranger Infrastructure reports to the Manager Infrastructure and is responsible for technical support and field delivery of operational infrastructure work by staff and volunteers within the sanctuary valley in keeping with the Zealandia Conservation Strategy. This includes responsibility for asset management and maintenance including maintaining integrity of the predator exclusion fence, track, drain and vegetation management. This role is also responsible for supporting the Manager Infrastructure in ensuring health and safety and biosecurity requirements in the valley are met.

The Senior Ranger Infrastructure is responsible for mentoring, coaching and training staff and volunteers specifically in work planning, asset management, tool and machinery use ensuring that SOPs are current and implemented. A high standard of record keeping is required. This role is required to work effectively with staff and volunteers across the organisation, specifically in Facilities, Visitor Experience and Conservation. The Senior Ranger Infrastructure ensures Rangers are suitably trained and rostered for Duty Operations (permanent part time and casual roles).

Like all members of staff at Zealandia Te Māra a Tāne, the person in this role will be expected to actively uphold the principles of 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.

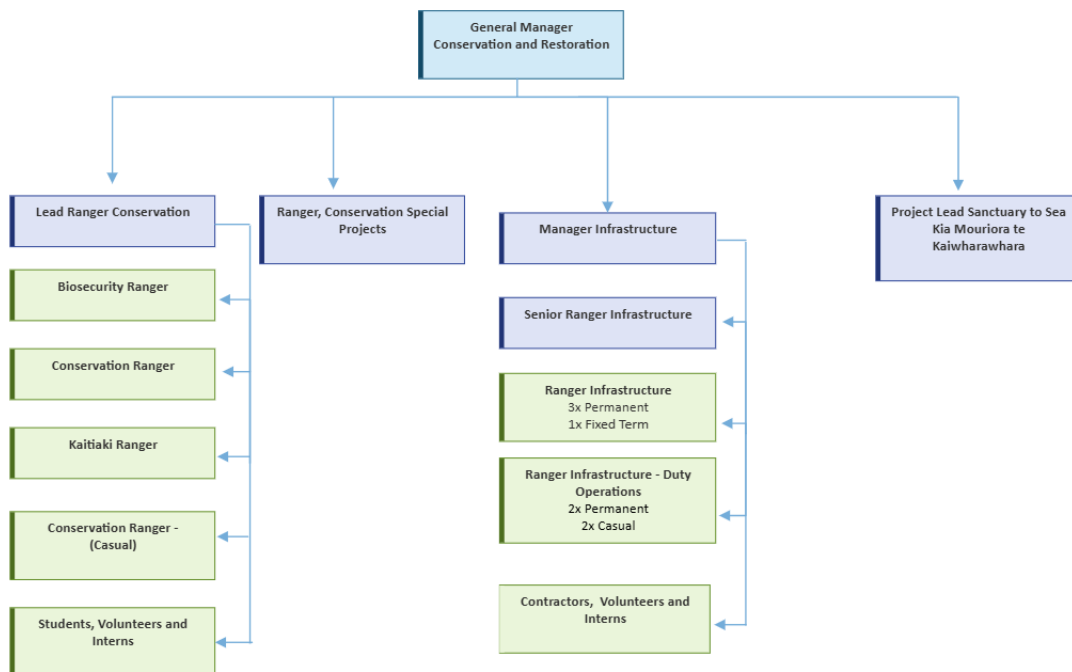
Zealandia Te Māra a Tāne is managed by the Karori Sanctuary Trust. To find out more please go to www.visitZealandia.com/

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 sits within Conservation and Restoration team alongside the Conservation and Sanctuary to Sea teams, under the management of the General Manager Conservation and Restoration. The Infrastructure team is required to be onsite during their work hours, due to the nature of their roles.

Key responsibilities

1. Operations

- Plan and lead key pieces of work in the field as required by the Manager Infrastructure, particularly related to tracks, the fence, drain, bridge, vegetation and other valley infrastructure asset tasks effectively and cost efficiently to required standards.
- Roster a pool of Duty Operations staff to provide emergency response support whenever the valley is open to the public. Duty Operations are staff assigned daily to provide emergency response support and general operational support when the sanctuary is open to the public, seven days a week.
- Train Duty Operations staff in their responsibilities, keep a record of that training, and ensure the resources they have access to are up to date and suit the requirements of the role.
- Manage, roster and support Infrastructure volunteers to achieve tasks independently and to assist rangers to achieve core tasks.
- Manage the corporate volunteer programme in line with the agreed team workplan and Zealandia's Health and Safety requirements.

- Provide input into work planning and project development based on in-field knowledge of Zealandia assets.
- Contribute to and/or lead as required the development and improvement of emergency plans and protocols.
- Provide in-field and workshop technical advice, training and upskilling of Infrastructure and Conservation Rangers, Volunteer teams and Volunteer Ranger Assistants.
- Deliver operational asset management as required by Manager Infrastructure.
- Maintain and grow relationships with tangata whenua and mana whenua to reflect our responsibilities under Te Tiriti o Waitangi in our work.

2. 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.
- Contribute to organisation-wide efforts to continually improve Health and Safety practices.
- 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.
- Ensure health and safety is addressed in day-to-day activities for all staff, volunteers and visitors working in the valley.
- Ensure health and safety documentation is recorded for the Infrastructure team, including risk assessments, documents recording repairs of assets or tools, and all training records.
- Assist in improving Safe Site, Risk Assessment, Tool Box and safe management practice within the team and with volunteer teams.
- Oversee the safety of the Operations Shed, carrying out regular audits, reporting issues, and undertaking maintenance tasks as required.
- Carry out regular checks on tools, machinery and PPE to ensure it is fit for purpose and safe. Ensure repairs are undertaken to an appropriate standard.
- Plan and lead evacuation drills and scenario practices to ensure Duty Operations remain well-prepared for emergencies.
- Confidently manage an emergency in a first responder capacity for the Zealandia sanctuary and be available to participate in a team response to a wide scale emergency event at short notice outside of normal working hours.
- Ensure the valley fire plan is kept up to date and operationalised effectively.

3. Technical supervision and delivery

- Support further development of the Infrastructure Asset Management Plan and lead delivery of the asset management maintenance schedule.
- Support technical and field delivery supervision of Infrastructure roles, leading by influence.
- Support the Infrastructure team to plan and schedule quarterly and fortnightly work.
- Develop and deliver practical training opportunities for staff and a professional development programme where topics are related to Infrastructure
- Carry out an annual review of Standard Operating Procedures to ensure currency.
- Provide technical advice to staff on track and structure installation and maintenance to ensure appropriate national standards are achieved and maintained.
- Oversee supervision of volunteer teams supported by the Infrastructure team, including Health and Safety, Biosecurity, strengthened engagement and work planning.
- Create and support an inclusive culture within the team.
- Work across teams to ensure the work of the team is supported and supports others.
- Undertake weather monitoring and assessment and determine response to protect visitors.

- Ensure Casual and Weekend Rangers are well supported with resources and materials as required.

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.
- Train staff and volunteers in biosecurity protocols, for example checking vehicles, equipment and opening gates.
- Plan and coordinate biosecurity checks and uphold biosecurity protocols with the team, contractors and other relevant groups.
- Ensure all visitors and groups adhere to biosecurity processes.
- Ensure the predator exclusion fence is maintained to our standards at all times and any issues are found and remedied quickly.
- Participate in active responses to incursions where required.

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:

- Infrastructure, Conservation and Duty Operations Rangers
- Zealandia Te Māra a Tāne staff and volunteers

- External contractors and suppliers
- Zealandia Te Māra a Tāne members and visitors
- Councils

External:

Person specification

Qualifications and experience

A tertiary qualification and at least 3-5 years' experience working in Parks and Reserves, recreational asset management or construction work is essential. Required skills are:

- Skills and experience in one or more of asset, track or vegetation maintenance.
- Health and Safety management experience in a field setting.
- A full driver's licence and previous experience or qualifications with 4WD, quads and side-by-side vehicles.
- Previous experience or qualifications in chainsaw, powered tool use, scrub bar, pump use, high ropes, Growsafe, GIS or similar.

Desired skills:

- Ability to train staff and volunteers in technical tasks.

Personal Attributes

- Excellent verbal and written communication skills

- Positive, can-do attitude, energetic and results driven
- An organised, forward planner and multi-tasker who can prioritise tasks effectively
- Team player who takes personal responsibility and is accountable
- Able to uphold positive team culture
- Ability to develop creative yet practical solutions for often novel issues
- Excellent level of fitness and experience working in back country environments
- Appreciates the dynamics of a not-for-profit organisation with limited resources, so is willing to roll up their sleeves and do what it takes.
- Able to work flexible hours (evening and weekends) if required and can be on call to ensure smooth operations.

Current: July 2025