
APPENDIX 1: ROLE DESCRIPTION

Operations Manager

FUNCTIONS:

To oversee the Yellow-eyed Penguin Trust (the 'Trust') field operations and ensure they are aligned to the annual and strategic priorities.

MAIN OBJECTIVES:

1. To lead the conservation programme at Trust owned or managed reserves in an effective and efficient manner.
2. To manage the yellow-eyed penguin | hoiho conservation programme.
3. To be the Trust's advocate for conservation.
4. To supervise and manage other field staff and volunteers.
5. To represent the Trust in an affirmative manner with all external agencies and individuals.
6. To ensure that field activities are consistent with the Trust's partnership relationships with the Department of Conservation, Fisheries New Zealand and Te Rūnanga o Ngāi Tahu.

KEY TASK – HOIHO (35%):

1. To lead the hoiho conservation programme on Trust owned reserves or areas managed by YEPT.
2. The hoiho conservation programme may include, but is not limited to, the following tasks:
 1. Nest searching, chick checks and fledging checks, and more regular nest/chick checks as / if required.
 2. Other tasks include:
 - To identify and retrieve injured birds, directly contacting rehabilitation centres and/or the Dunedin Wildlife Hospital, followed by a report to the Trust and/or DOC.
 - To arrange for transport of any sick or injured birds to rehabilitation centres or the Dunedin Wildlife Hospital as per the Trust's processes. Liaise with the Trust and/or DOC as required.
 - To arrange transportation and release of rehabilitated hoiho adults and chicks.
 - To lead checks of moulting birds on Trust reserves and assist with checks elsewhere.
 3. Ensure accurate records from all field staff and/or volunteers of penguin identifications, locations, tracking movements etc.
 4. Liaise with the Trust's Conservation Science Advisor to ensure that programme delivery is directed by the science.

KEY TASK – ADVOCACY (25%):

Community Relations

- Maintain and further develop the existing good working relationships with the community, educational organisations and associate groups who assist the Trust.

- Continue to develop, manage, utilise and supervise a network of volunteers, training volunteer supervisors if appropriate.
- Identify and encourage community and educational groups to participate in Trust activities.

Submissions

- Prepare and present relevant submissions, in particular those relating to the conservation of hoiho in both the marine and terrestrial habitats, in conjunction with the Conservation Science Advisor.

Visitor Experience

- Manage Trust owned or managed reserves to provide a high quality visitor experience, where that is compatible with conservation requirements.
- Ensure all Trust owned or managed reserves' 'No Dog' policy is upheld.

Public Relations

- Assist with information collation and presentation for any media, including the Trust's newsletter and social media.
- Participate and present to a wide range of forums, e.g. Annual YEP Symposium, service clubs, educational institutes.
- Promote the Trust and hoiho conservation through ongoing liaison with local community groups, local and central government, and landowners.
- Promote public education to ensure humans do not impact on the breeding success of hoiho.

KEY TASK – HABITAT RESTORATION (20%):

Oversee all maintenance and development tasks required to support the Trust's habitat protection and development programme, including pest species management. Negotiate the purchase or covenant of new habitats as required.

Revegetation

- Manage the pre-planting and planting programmes, including the overall development of planting plans for each of the Trust's reserves.
- Liaise with the Nursery Supervisor on the number and type of plants required to meet the Trust's planting programme at all reserves.
- Manage track maintenance for both human and penguin access.
- Manage the weed control programme through spraying¹, scrub cutting and weed tree removal.
- Manage all 'working bees' and public planting days

Networking

- Maintain a good working relationship with Papatipu Runanga within the Trust's rohe, and the Department of Conservation through regular meetings.
- Advise and assist private landowners with good management of habitats.

¹ Provided the required training has been gained, or the appropriate supervision and guidance is provided

- Advise and assist tourism operators about best practice around or near hoiho and their habitats to ensure minimal impact.

Fences

- Check fences to ensure they are stock-proof and that solar electric fences are operating.
- Repair fences and assist with the erection of new fences as required.

Other species work

- Manage all aspects of the monitoring programme for other species found on the reserves

KEY TASK - PREDATOR CONTROL (10%)

- Manage the eradication² of pests including mustelids, cats, possums and goats.
- Manage the monitoring and maintenance of traplines.
- Ensure trapping results are collated into relevant data systems, e.g. trap.nz
- Liaise with trapping contractors/volunteers (e.g. Deerstalkers Association, Task Force Green).

KEY TASK – ADMINISTRATION (10%)

Health & Safety:

- To ensure all staff and volunteer activities comply with the Trust's Code of Conduct, Health and Safety requirements and standard operating procedures.
- To compile the appropriate Health and Safety plans for Trust activities.
- When in the field alone ensure that a delegated person from the Trust is notified of your intentions and the time when you are due back.

Operational Plans:

- As directed, assist with the overall development of documentation such as vision statements, management and operational plans.

Management of Staff:

- Supervise all other field staff employed by the Trust, including directing and monitoring their tasks, and recommending training programmes as appropriate.
- Ensure that all staff adhere to the Trust's policies regarding wildlife e.g. viewing, handling

Other:

- Report on activities monthly to the Trust's Conservation Management Committee.
- Make applications to the Department of Conservation for any permits required.
- Liaise regularly with the General Manager to set task priorities aligned to the Trust's overall Strategic Plan.
- Attend other sub-committee meetings as requested, and submit summary reports e.g. Okia Management Committee.
- Maintain regular contact with other conservation groups and associates with similar aims.

² Should it be necessary to use pesticides, appropriate training or certification is required

- Keep a detailed work diary.

The relative allocation of key tasks above is a long-term indication, but in the short-term they will vary on a seasonal basis in response to the conservation needs of hoiho.

EXPECTATIONS:

- The Operations Manager will need to be flexible to adjust to changing hoiho conservation needs.
- The Operations Manager will need to be flexible in both hours and location of work. Although this work is expected to be focused within Otago, it will encompass the geographical range of hoiho and some travel may be required to other regions.
- Within the constraints of working in the natural environment, all tasks will be completed to a high standard
- The Operations Manager will maintain confidentiality about hoiho and their location, and not share any data or information in any social media or other networks without prior permission from the General Manager.

PERSONAL QUALIFICATIONS REQUIRED:

- Significant experience with undertaking or managing conservation activities, and experience with yellow-eyed penguins | hoiho an advantage.
- Excellent communication skills at all levels.
- Significant experience in the management of staff an advantage.
- Animal handling skills an advantage.
- Data recording skills.
- Understanding of field research requirements.
- Full driver's license, 4WD experience and/or qualification preferable.
- Ability to initiate and carry through projects.
- Good level of physical fitness and experience working in the field essential.

RELATIONSHIPS

Overall direction: General Manager as delegate of the Yellow-eyed Penguin Trust Board

Oversee management of: YEPT Ranger/s
Nursery Supervisor

Functional relationships with: YEPT staff and trustees
Department of Conservation staff
Papatipu Runanga
Volunteers
Conservation and Environmental Groups
Any other people who make contact over YEPT business