
APPENDIX 1: ROLE DESCRIPTION

Ranger / Kaiārahi

FUNCTIONS:

To provide support to the Yellow-eyed Penguin Trust (the 'Trust' or 'YEPT') for hoiho recovery work and the enhancement of coastal habitats.

MAIN OBJECTIVES:

- Undertake tasks required to support the Trust's coastal habitat conservation programme.
- Work as part of the YEPT team on the hoiho monitoring programme.
- Assist in assuring the profile of the Yellow-eyed Penguin Trust remains high.
- Represent the Trust in an affirmative manner with all external agencies and individuals.

TASK – HABITAT RESTORATION:

Carry out maintenance and tasks required to support the Trust's coastal habitat protection and development programme.

Revegetation

- Track maintenance for hoiho, vehicles and visitors.
- Weed control through spraying¹, scrub cutting and weed plant removal.
- Assist with the planting programmes, 'working bees' and planting days.
- Data management.

Predator control

- Eradication² of pests including mustelids, cats, and possums.
- Monitoring and maintaining traplines.
- Data management of traps and trapping, e.g. trap.nz
- Work with volunteer groups undertaking trapping as required.

Fences, Gates and Infrastructure

- Maintain fences and infrastructure on our reserves and at the Nursery as required.

Other work

- Assist with aspects of monitoring of other species found on YEPT reserves.

¹ Should it be necessary to use pesticides, appropriate training or certification is required.

² Provided the required training has been gained, or the appropriate supervision and guidance is provided.

TASK - HOIHO:

Carry out tasks required to support the Trust's hoiho monitoring and conservation programme:

- Assist with the comprehensive monitoring programme for hoiho (October – May), as directed by the Operations Manager. This includes, but is not limited to, nest searching, nest and chick checks, and moult checks. Other tasks could include:
 - Identify and retrieve sick, injured or underweight birds, directly contacting rehabilitation centres and/or the Wildlife Hospital Dunedin.
 - Arrange for transport of any sick, injured or underweight birds to rehabilitation centres or the Wildlife Hospital Dunedin as per the Trust's processes.
 - Arrange transportation and release of rehabilitated hoiho adults and chicks.
 - Check moulting birds on Trust reserves and assist with checks elsewhere.
 - Assist with the rehabilitation of hoiho.
- Keep accurate and up-to-date records of penguin identifications, location, tracking movements etc, on appropriate forms for the Trust and / or to google documents.

TASK - ADVOCACY:

Community Relations

- Participate in Trust events.
- Continue to involve local iwi in all aspects of Trust work.
- Maintain and further develop the existing good working relationships with the community, volunteers, iwi, and educational organisations, and associate groups who assist the Trust.
- Supervise and participate in training volunteers when directed by the Operations Manager.
- Identify and encourage community and educational groups to participate in Trust activities in consultation with the Operations Manager.
- Represent the Trust in a positive and professional manner at all times.
- Share knowledge to foster protection of yellow-eyed penguins / hoiho and their habitats.

TASK - ADMINISTRATION

Record Keeping and Reporting

- Maintain personal time sheets and submit to the General Manager as directed.
- Record work completed and input into the workplans.
- Record all hours and work completed in accordance with the Department of Conservation reporting requirements as the funder.
- Contribute to both the Operations Manager's and Conservation Science Advisor's monthly reports to the Conservation Management Committee.
- Complete vehicle logbooks when Trust vehicles are used.
- Record all volunteer hours.

Health and Safety

- Operate in accordance with the Trust's current Health and Safety plans and policies at all times.
- Report to the Operations Manager, and/or others any hazard or potential hazard, and make any suggestions for improvements as required.
- At all times during your working day, ensure that a designated staff member is notified of your whereabouts, intentions and when you are due back.

Other

- Work within the workplan as agreed with the Operations Manager.
- Assist with general maintenance at the Nursery and Long Point Field Base, and keep workspaces tidy.
- Assist with maintenance of the Trust's equipment and vehicles as required.
- Attend all meetings as required by General Manager, for example, weekly staff meetings, monthly Conservation Management Committee, and annual Yellow-eyed Penguin Symposium.
- Purchase supplies as requested by appropriate staff as per Trust procedures.
- Any other duties as required.

EXPECTED OUTCOMES:

- Within the constraints of working in the natural environment, successfully complete the tasks outlined above.
- The Ranger is flexible and adjusts to whatever the season throws at us with respect to issues in the hoiho population.
- The Ranger is flexible in both hours and location of work within Otago and Southland.
- Good communication with staff, volunteers and the hoiho community is maintained and improved.
- The Ranger will maintain confidentiality about hoiho and their location, and not share any information, photos or images in social media or other networks without prior permission from the General Manager.

SKILLS AND QUALIFICATIONS:

- Experience in habitat restoration or similar.
- Experience of working in the field including remotely or in a team.
- Experience of handling and/or monitoring native species.
- Full Driver's Licence, experience driving manual vehicles, and preferably 4WD experience.
- Data skills including Geographical Information Skills (GIS), use of databases, Microsoft programmes (Word, Excel)
- Excellent communication and interpersonal skills.
- First Aid Certificate (or willingness to obtain same).
- Willingness to use herbicides or toxins and to dispatch predators if required.
- Grow Safe Certificate (or willingness to obtain same).

PERSONAL ATTRIBUTES REQUIRED:

- A demonstrated commitment to Health and Safety.
- A commitment to conservation and the environment.
- A high level of physical fitness.
- A willingness to work unsupervised as a self-managing professional.
- A willingness to work as part of a small team including volunteers where required.
- A willingness to take instruction.
- An ability to maintain confidentiality.

RELATIONSHIPS:

Overall Direction:

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

Directly responsible to:

- Operations Manager

Responsible for:

- Volunteers as required

Functional relationships with:

- Yellow-eyed Penguin Trust staff
- Yellow-eyed Penguin Trust Board members (trustees)
- Department of Conservation staff
- Papatipu rūnaka
- Hoiho community including rehabilitation centres and Wildlife Hospital Dunedin.
- Visitors to the Yellow-eyed Penguin Trust office, reserves and Nursery.
- Landowners
- Other people who contact the Trust.

Human Resource Matters:

- General Manager