

Position description

Position title: Conservation Ranger

Position type: Permanent full time (40 hours per week)

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

Supervisor: Lead Ranger Conservation

Purpose of the role

Conservation and Kaitiaki Rangers at Zealandia Te Māra a Tāne play a crucial role in the organisation, being responsible for the operational side of our diverse conservation and restoration programmes.

The person in this role will provide advice and support to the Lead Ranger Conservation at Zealandia, and will have a key role as a leader in the Conservation team. They will be an experienced and skilled conservation operator, ideally with applied technical skills in restoration ecology, botany or pest control management. They will be collaborative, adaptable and innovative in their approach to conservation work and will have some experience supervising staff or volunteers.

This role will support our small and innovative conservation team to manage biosecurity threats to best standard and will be as comfortable at a computer writing reports as they are in the field delivering mouse control operations. This role will be responsible for seeking and offering technical advice, work planning and delivering field operations so must be a strong communicator, organised and efficient.

As part of the Conservation team this person will also have the opportunity to carry out fauna and flora conservation work as required, such as bird monitoring. The role will involve overseeing some of the volunteer groups that enhance our core programmes and will require carrying out 'duty operations' (key tasks that ensure activities in the valley function smoothly) on a rostered basis. A culture of teamwork is essential. All rangers need to be physically fit and experienced and confident working off-track.

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 15,000+ members are cared for and welcomed into the Zealandia Te Māra a Tāne community.

As an organisation we honour Te Tiriti o Waitangi and 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.

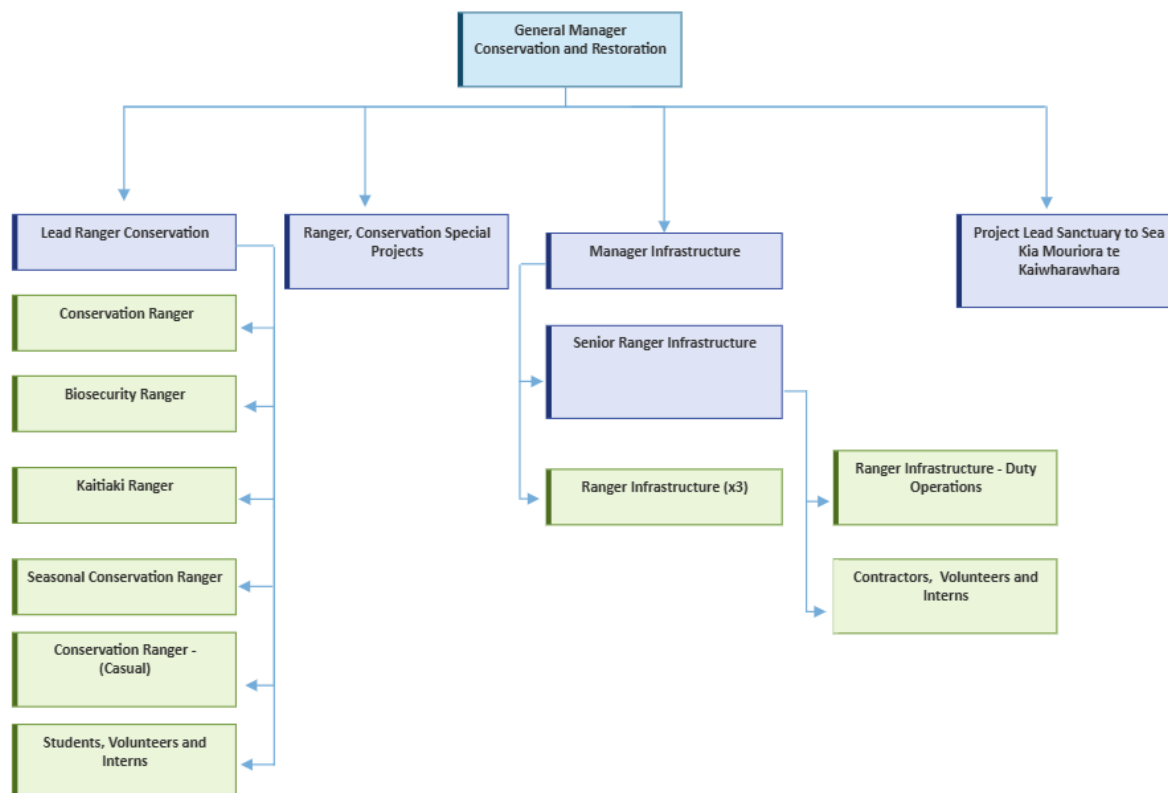
Zealandia Te Māra a Tāne is managed by the Karori Sanctuary Trust. To find out more please go to www.visitZealandia.com/

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 Conservation and Restoration team



Key responsibilities

1. Duty Operations

- Oversee valley safety and carry out first responses for urgent or emerging needs including medical emergencies or Health and Safety 'make safe' processes in the sanctuary for visitors or other workers.
- Oversee and/or coordinate first responses for biosecurity, conservation or visitor experience challenges.
- Take a leadership role in emergency situations such as where sanctuary evacuation is required, and maintain current knowledge of all relevant protocols.
- Communicate rapidly about emerging issues with the Lead Ranger Conservation and Senior Ranger Infrastructure.
- Communicate with other workers onsite about emerging issues, for example, Visitor Centre staff.
- Ensure all actions undertaken uphold our visitor experience standards.
- Accurately and professionally adhere to the organisation's opening and closing procedures

2. Mātauranga and te ao Māori

- Make an effort to learn appropriate pronunciation of te reo Māori, and use it appropriately.
- Champion the appropriate and respectful use of te reo Māori, tikanga, and mātauranga Māori within the team.
- Engage in training opportunities that support upskilling as required, particularly in tikanga and te reo Māori.

- Implement, or support other team members to implement, tikanga in relation to conservation work as suitable, advised and where required.

3. Health and Safety

- Lead emergency responses including medical emergencies or Health and Safety 'make safe' processes in the sanctuary for visitors or other workers.
- Carry-out and support other staff to carry out risk assessment processes to ensure all work carried out by the Conservation team is done safely.
- Actively participate in evacuation drills and scenario practices to ensure Duty Operations remain well-prepared for emergencies.
- 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 working in the Conservation and Restoration team.
- 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 and procedures on safety.
- Work within your own limits, and carry out all activities safely.
- Promptly address any responsibilities assigned to your area by the Health and Safety Officer.

4. Conservation, restoration and biosecurity operations

- Carefully plan, coordinate and oversee restoration and conservation tasks as required in collaboration with the Lead Ranger Conservation
- Provide technical advice, leadership and operational support in your area(s) of specialised skill to other team members.
- Carry out vegetation management or conservation tasks as per plans agreed with the Lead Ranger Conservation, which may include for example pruning, planting, monitoring, surveying.
- Maintain accurate record keeping and information management and analysis of conservation work including using GIS systems.
- Identify opportunities for improvements in systems and processes, and knowledge gaps, and support the team to enhance operations as needed.
- Provide leadership and operational support for key regular introduced animal control operations, such as the annual mouse control, mouse audits, and pest audit work.
- Play a key part in predator incursion responses in close collaboration with the Lead Ranger Conservation and the Biosecurity Ranger.
- Maintain knowledge of up-to-date and emerging practices to ensure Zealandia biosecurity programmes remain at best-practice or better.
- Where competency allows, carry out emergency care of injured or sick animals, monitoring flora and wildlife (e.g. through nest monitoring, bird counts or lizard pitfall trapping), and translocations.
- Lead the review and improvement of biosecurity approaches and infrastructure as required.
- Take personal accountability for e.g. bag checks and other biosecurity measures.

5. Relationships

- Support the Conservation team in overseeing the work of volunteers, and oversee some volunteer groups directly.

- Mentor other team members to support exceptional conservation outcomes.
- Establish and nurture sound working relationships with all Zealandia staff and volunteers.
- Manage the induction of casual staff, volunteers, interns and researchers where appropriate.
- Create and maintain respectful relationships with mana whenua and tangata whenua.
- Establish and nurture good working relationships with other key stakeholders.
- Maintain a professional network of expert advisors and collaborators outside of Zealandia.
- Embrace the Trust's policies on environmental consciousness and sustainability.

6. Biosecurity

- Train staff and volunteers in biosecurity protocols, for example checking vehicles, equipment and opening gates.
- Plan, lead, support and mentor other staff in active responses to incursions where required.
- 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.
- Plan and coordinate biosecurity checks and uphold biosecurity protocols with the team, contractors and other relevant groups.

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:

- Conservation and Restoration team
- Volunteers
- Researchers
- Zealandia Te Māra a Tāne staff and volunteers

External:

- Partnering organisations, including iwi, councils, Department of Conservation
- Zealandia Te Māra a Tāne Members and visitors

Person specification

Qualifications and experience

A tertiary qualification and at least 4-5 years experience working in conservation in New Zealand is essential.

Required skills:

- Skills and experience in one or more of the following: biosecurity management, weed management, mātauranga Māori o te taiao and flora.
- Effective knowledge and competent use of Microsoft suite.
- A full driver licence.
- Excellent written and verbal communication skills.

Desired skills:

- Experience using GIS.
- Previous experience or qualifications with 4WD, First Aid, quad bike and Growsafe.

Personal Attributes

- Team player who takes personal responsibility for tasks and actions, is accountable and who can self-manage
- High level of initiative
- Confident working alone and in the field
- Positive, can-do attitude, energetic and results driven
- A forward thinker and multi-tasker
- Ability to develop creative yet practical solutions
- 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 whatever it takes
- Able to work flexible hours on occasion (evenings and weekends) and be on call to ensure smooth operations
- An excellent level of fitness.

Current: June 2025