

Position description



Position title: Manager Infrastructure

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

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

Supervisor: General Manager Conservation and Restoration

Purpose of the role

This role leads 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 Manager Infrastructure will provide work-planning and project management support for staff and volunteers so the team can successfully achieve operational tasks in the valley safely, on time and to budget. Working across teams at Zealandia is paramount and the person in this role will easily engage with staff and volunteers to ensure the success of projects, in particular with the Lead Ranger Conservation.

Over the coming years there are a number of key projects that will ensure Zealandia's operational sustainability, and this role will have the opportunity to lead the development and implementation of these initiatives. They include refurbishment and/or replacement of the predator exclusion fence, ensuring effective and appropriate monitoring, retention and management of potential land instabilities, and supporting the team in continuous improvement in health and safety.

This role will be responsible for working effectively alongside partners such as engineers, Councils, suppliers and contractors to design, plan, engage, deliver and monitor projects – all while working closely with the Conservation team and community groups outside the fence to keep species in the valley safe. They will have an ability to work to the budgets of a Not For Profit organisation, and feed into financial planning for asset-based work.

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.

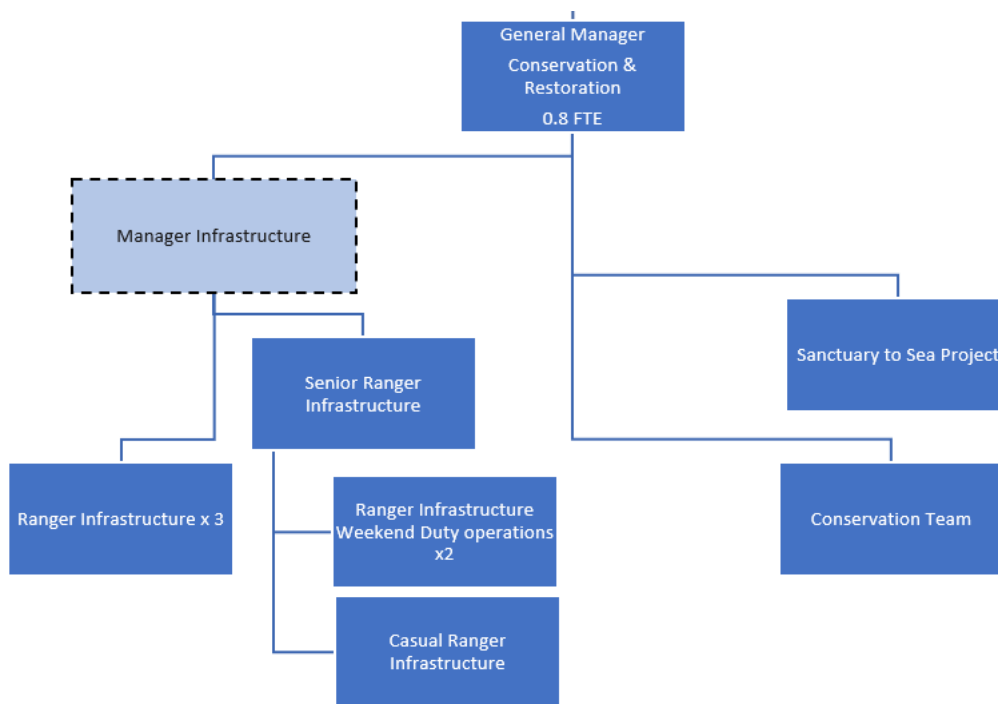
Zealandia Te Māra a Tāne is managed by the Karori Sanctuary Trust. To find out more please go to www.visitZealandia.com/

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.

Key responsibilities

1. Project management and workplanning

- Plan, resource and manage projects effectively within timeframes and budgets using project management tools.
- Lead the planning and project management of key projects (or collaborate with external parties where appropriate), such as the fence refurbishment and work associated with land instability in the sanctuary.
- Ensure sanctuary infrastructure assets are surveyed and maintained appropriately with accurate record keeping.
- Run RFQ process for projects where required by Zealandia policies and to ensure projects are delivered to budget.
- Keep detailed and accurate records.
- Develop asset management plans as appropriate to support resources planning and allocation.
- Identify areas of work that require external support (e.g. engineers, builders, other services) and engage proactively and positively to ensure Zealandia gets the right advice at the right time.
- Engage in annual business planning processes to ensure team and upcoming projects are well planned and adequately resourced.

2. Operations

- Support the Senior Ranger Infrastructure in ensuring the function of Duty Operations is carried out safely and successfully (Duty Operations are staff assigned daily to provide emergency response support and general operational support when the sanctuary is open to the public).
- Support staff to effectively plan track, fence, drain, bridge, exotic vegetation, and other valley infrastructure projects and tasks.
- Ensure volunteer programming is effective, safe, and supports the team's work outcomes.

- Support the development and improvement of emergency plans and protocols, training and record keeping.
- Maintain and grow relationships with tangata whenua and mana whenua to reflect our responsibilities under Te Tiriti o Waitangi in our work.

3. Relationship management

- Support the development of a team of multi-talented rangers by providing direction, motivation, training and leadership to ensure achievement of the organisation's objectives and strategic priorities.
- Work closely with the Lead Ranger Conservation to complement their work and collaborate on projects and initiatives.
- Establish and nurture good working relationships with key stakeholders and contractors.
- Grow a positive and collaborative working arrangement particularly with pro bono partners, Councils the Department of Conservation and other key agencies.
- Manage staff through personal development plans, assessing performance and providing appropriate and regular feedback.
- Conduct regular team meetings to disseminate and share information and workplan effectively.
- Enact HR policy and management processes where required and lead recruitment of Infrastructure team staff.
- Maintain a positive people focussed team culture that contributes to the already excellent organisational culture.
- Ensure volunteers contribute effectively to the team's workplan.
- Maintain and grow relationships with tangata whenua and mana whenua to reflect our responsibilities under Te Tiriti o Waitangi in our work.
- Actively seek opportunities to enhance the reflection of te ao Māori in our day-to-day work.

4. Team management

- Undertake line management responsibilities for all direct reports, including Performance and Development Planning processes, overseeing performance, Health and Safety compliance, and work planning.
- Oversee line management of direct reports to the Senior Ranger Infrastructure.
- Oversee supervision of volunteers within the role's area of responsibility, including Health and Safety, Biosecurity and work planning considerations.
- Create and support an inclusive culture within the team.
- Encourage a culture where people can report issues, celebrate successes, and embrace diversity.
- Work across teams to ensure the work of the team is supported by, and supports, others.

5. Health and Safety

- Lead the implementation of safe work practices within the Infrastructure Team. This includes risk assessments before work, ensuring appropriate PPE is available, and implementing risk avoidance and mitigation strategies.
- Ensure Health and Safety documentation is up to date, and that there is a process in place for review of key documents.
- With the Lead Ranger Conservation and the Senior Ranger Infrastructure, ensure appropriate drills and scenarios are carried out to ensure preparedness of the team's response to emergencies.
- Participate in organisation-wide conversations to support a culture of continuous improvement in Health and Safety.
- Support team members by identifying training needs, and ensuring a system of upskilling is in place.
- Confidently manage an emergency situation in a first responder capacity and be available to participate in a team response to a wide scale emergency event at short notice outside of normal working hours.
- 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 valley.
- 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.

6. Biosecurity

- Support the conservation team as required in active incursion response.
- Work proactively with the Lead Ranger Conservation to identify risks of mammal incursions, and to mitigate or eliminate that risk.
- Carry out all work and projects in a way that reduces or eliminates the risk of mammal incursion.
- 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.
- Ensure budget and team workplanning allows for effective maintenance of the predator exclusion fence so any issues are found and remedied quickly.

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 team
- Conservation team
- Leadership team
- All other Zealandia Te Māra a Tāne staff and volunteers

External:

- Wellington City Council staff
- Wellington Water Limited staff
- Project Partners
- Contractors and suppliers
- External stakeholders
- Zealandia Te Māra a Tāne Members and visitors

Person specification

Qualifications and experience

- A tertiary qualification and/or significant industry experience (10+years) in a relevant field is required for this position.
- Practical experience in trades/building/construction/landscaping/resource management etc.
- Prior experience in staff and project management is required.
- Effective knowledge and competent use of Microsoft suite is required.
- Full drivers licence is required and previous experience with 4WD vehicles is an advantage.

Personal Attributes

- Team player who can lead an already excellent team dynamic and culture.

- Highly organised and able to plan large, complex and often novel projects with many stakeholders
- Excellent communicator – both verbally and written.
- Self-starter that is able to see projects through to the end and seek expert assistance when required.
- Appreciates the dynamics of a not-for-profit organization with limited resources, so is willing to roll up their sleeves and do what it takes.
- Good level of fitness.

Current: May 2024