

Position description



Position title: Kaitiaki Ranger

Position type: Permanent full-time

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

Supervisor: Lead Ranger Conservation

Purpose of the role

This role supports the development and delivery of key projects within the Zealandia Te Māra a Tāne Conservation team. The role involves increasing our capability and capacity to weave mātauranga Māori with western science into our long-term and day-to-day restoration work. The person in this role will contribute to organisation wide efforts to better reflect Te Tiriti o Waitangi in all our work.

The role will involve several dimensions of work:

- On ground restoration work, for example, participating in and contributing to monitoring and management of species in the valley and contributing to beyond the fence restoration initiatives including cultural health monitoring as part of Kia Mouriora te Kaiwharawhara / Sanctuary to Sea.
- Looking for ways to incorporate or embed mātauranga Māori within day-to-day work, and longer term planning.
- Participating in Zealandia-wide efforts to improve the expression of Te Tiriti o Waitangi across the organisation.
- Overseeing volunteers and interns within key projects.
- Contribute to manaakitanga for manuhiri to the sanctuary, for example, running the valley safely through duty operations.

The person in this role will have a broad skill base, be solution-focused, organised, an innovative thinker who takes initiative and is able to multi-task. They will be confident in off-track work. A culture of teamwork across the organisation is encouraged—we seek to share knowledge with each other, always learning and striving to improve.

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

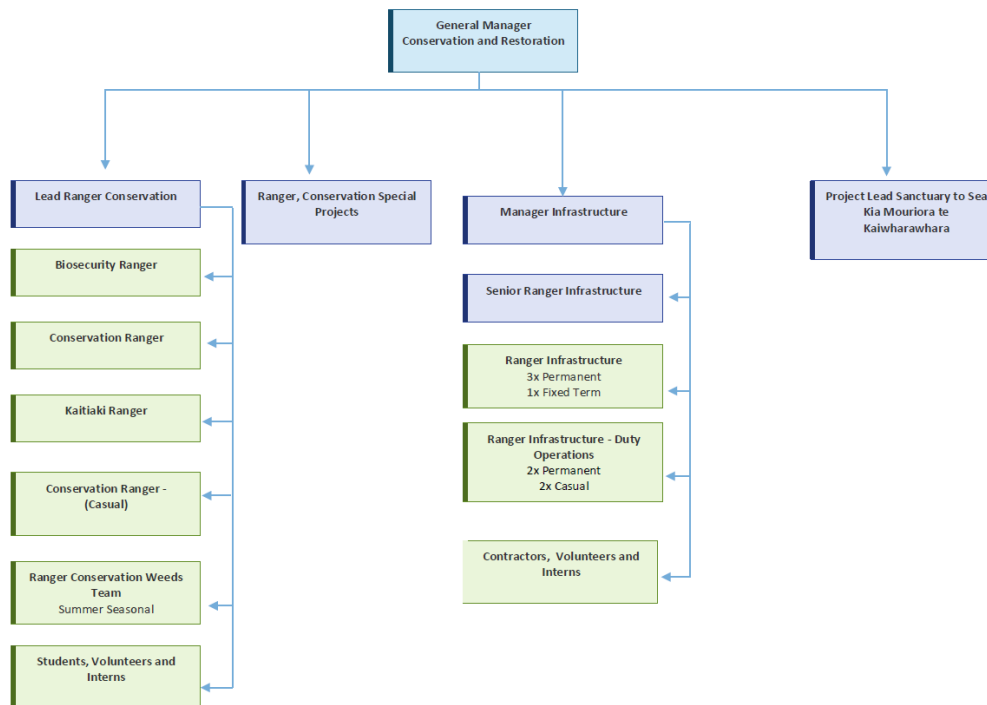
As the work and priorities of Zealandia Te Māra a Tāne change over time, so will the requirements of each of its staff. As such, this document is not intended to represent the role that the occupant will perform in perpetuity. This position description is intended to provide an overall view of the role 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 Conservation team

This team is responsible for the day-to-day work of biosecurity, biodiversity monitoring and management, weed and mouse management, and animal husbandry. The team oversees an exceptional group of volunteers who do tasks that range from coordinating kākā nest box checks through to providing supplemental food to species that need it.

This role sits within the Conservation team and reports directly to the Lead Ranger Conservation. The Conservation team sits within the wider Conservation and Restoration team and includes the Infrastructure team as well as Special Projects Ranger and Kia Mouriara te Kaiwharawhara Sanctuary to Sea Project Lead.



Key responsibilities

| 1. Restoration and conservation |
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| <ul style="list-style-type: none"> • Identify opportunities to improve reflection of mātauranga Māori in our restoration work. • Provide input into emerging conservation programmes to explore ways through which they can reflect te ao Māori. • Undertake capture and transfer of indigenous fauna and flora in accordance with standard protocols and permit requirements, as directed. • Undertake survey, monitoring, management and approved manipulations (e.g. measuring plants, animal capture and handling, supplementary feeding) with the support of the Lead Ranger Conservation. • Prepare reports and presentations as directed. • Undertake restoration planting, and survey and monitoring of native plants as required, with the support of the Lead Ranger Conservation. • Undertake monitoring of the freshwater ecosystem as directed, following established procedures. • Undertake survey, monitoring and control of introduced mammals and unsuitable plants in the sanctuary. • Make accurate observations, keep good records, and keep databases up-to-date. • Oversee and, where necessary, train volunteers, interns and other short-term workers as required. |
| 2. Duty Operations |
| <ul style="list-style-type: none"> • 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. |

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| <ul style="list-style-type: none"> • 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 |
| 3. Relationships |
| <ul style="list-style-type: none"> • Maintain connections with mana whenua, specifically Te Āti Awa Taranaki Whānui and Ngāti Toa Rangatira and help grow the relationship with Zealandia’s Conservation team. • Create and maintain good relationships with workers and visitors, including awareness of and sensitivity to their needs. • Supervise, motivate, and train volunteers, interns and other short-term workers when required. • Be an active part of a friendly, well informed and “can do” customer focused work force able to provide pertinent information to the public and act professionally at all times. Demonstrate the ability to communicate effectively with a number of different stakeholders. • Be able to work in a community environment forming and maintaining effective relationships with various people within the community. |
| 4. Technical & computer skills |
| <ul style="list-style-type: none"> • Have knowledge of mātauranga Māori and interest in reflecting te ao Māori in restoration action. • Have skills in restoration and monitoring techniques, and plant and fauna identification. • Be able to identify weeds and animal pests and be proficient, or demonstrate an ability to develop proficiency, in pest monitoring and control. • Understand and follow established policy and procedures, particularly those relating to health and safety and biosecurity. • Have a current driver’s licence and ability to operate a 4WD, LUV, and quad bike. • Have experience in using Microsoft applications, particularly Word and Excel programmes. • Analyse data using statistical approaches to inform management actions. • Have experience in the use of GIS. • Have experience in handling, measuring, banding or marking wildlife. |
| 5. Health & Safety |
| <ul style="list-style-type: none"> • 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.

6. 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 biosecurity seriously so the risk of accidental introductions is minimised.
- Ensure all visitors and groups visiting with you adhere to biosecurity processes.

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:

- Zealandia staff and volunteers

External:

- Mana whenua and tangata whenua
- Partnering organisations
- Members and visitors

Person specification

The preferred candidate will have knowledge of mātauranga Māori and experience in reflecting this world view in conservation action and planning documents.

The candidate will possess good problem solving and analytical skills. While it would be beneficial to have experience in one or more aspects of restoration and conservation management (e.g. plant restoration, pest management, threatened fauna or flora species management), there is significant potential for mentorship across many practical dimensions of the position and we are open to applicants who have relevant but emerging interests.

A full driver's licence is required and previous experience with 4x4 vehicles, quad bikes, LUV, first aid, practical conservation or biosecurity work and/or a tertiary qualification in resource management or biological sciences would be an advantage.

Personal Attributes

- Existing positive relationships with mana whenua, specifically Te Āti Awa Taranaki Whānui, and/or tangata whenua.
- Team player - effectively self-manage and still integrate well as a team player.

- Demonstrate a sensitivity, respect and understanding of the cultural & historical significance of the area.
- Have a level of good level of physical fitness compatible with being able to maintain a full day of manual work and confidence in working in steep terrain in a back-country environment.
- High level of personal presentation and wear practical attire suited to the job.
- Takes personal responsibility for actions and is accountable.
- Responds openly and constructively to feedback.
- 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.
- Some ability to work flexible hours.

Current: January 2026