

PŪKAHA POSITION DESCRIPTION

Job Title:	Team Leader (Conservation Breeding)
Responsible To:	Biodiversity Manager
Responsible For:	Senior Conservation Rangers Conservation Rangers
Status:	Full Time Permanent
Salary:	Negotiable
Position Purpose:	<p>The purpose of this role is to lead Pūkaha’s Conservation breeding team and associated work programme. This includes people and task management and planning, setting and managing performance expectations, team cohesion and leadership. The Team leader will ensure that staff know what is expected of them and that they have agreed training and development plans that continue to grow them to a high level of technical and non-technical competency. They will lead the demonstration of behaviours expected of them and of the conservation breeding team, through enacting the full set of Pūkaha organisational values</p> <p>The Team Leader and their staff will also contribute to the wider restoration programme of the reserve. This includes reintroduction of yellow crown kakariki and supporting the monitoring and management of a wild brown kiwi population.</p> <p>The Team Leader will also be responsible for over-seeing a component of the volunteer programme that supports the Conservation breeding programme. The position supports the Education Programme and Visitor Centre - providing expert input and advice into course content and delivery, visitor talks and extension activities where appropriate.</p>
About Pūkaha	<p>Our Vision To be recognised nationally and internationally as Aotearoa New Zealand’s number one mainland, indigenous wildlife centre.</p> <p>Our Mission Our unique role in contributing to our country’s heritage is re-creating a predator-free natural environment where rare native birds, plants and other wildlife can breed and thrive, Rangitāne are respected and present, visitor engagement is meaningful and authentic, and we demonstrate leadership to improve the ecological balance in Aotearoa New Zealand and internationally.</p> <p>Our ‘Business’ Pūkaha Mount Bruce comprises two interdependent operations; the science-based wildlife sanctuary and the visitor-based tourism and advocacy business. While both are necessary for the sustainability of the operation, they have competing demands and, without a clear purpose and strategy, and careful management, the success of one could counter the success of the other.</p>
About this Position Description	As Pūkaha evolves, so will the roles required of each of its staff evolve. As such, staff should be aware that this document is not intended to represent the role that occupant will perform forever. This position description is intended to provide an overall view of the role and responsibilities 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. Specific performance expectations of the role will be included in an annual performance agreement.
Date of approval	November 2022

Important Functional Relationships:

External

- Rangitāne
- Department of Conservation
- Conservation project groups
- Conservation partners (eg Kiwis for Kiwis, Species recovery groups)
- Universities and national conservation science organisations and industry experts
- Contractors
- The wider community
- Donors, sponsors and other funders
- Neighbouring farmers and land owners
- Media

Internal

- General Manager
- Biodiversity Manager
- Conservation Breeding team
- Predator control specialists
- Education Director
- Finance Administrator
- Marketing and communications team
- Team leader Vistor Centre
- Facilities and grounds team
- All other Centre Team leaders, staff and volunteers

Committees/Groups

- Project teams as and when required

Key Result Areas: (key drivers of success)

The position of Team Leader (Conservation Breeding) encompasses the following functions or Key Result Areas:

- Team Leadership
- Relationship Management
- Planning
- Health and Safety
- Compliance

The requirements in the above Key Result Areas are broadly identified below:

Jobholder is accountable for	
1	<p>Leadership of the Conservation Breeding team and work programme including:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Setting and managing performance expectations for team members ensuring that staff know what is expected of them, building an effective and united team <input type="checkbox"/> Work programme development and implementation including: planning, delivery and reporting on results. <input type="checkbox"/> Ensuring the team have agreed training and development plans in place that continue to grow them to a high level of technical and non-technical competency. <input type="checkbox"/> Leading the demonstration of behaviours expected of themselves and of the conservation breeding team, through enacting the full set of Pūkaha organisational values <input type="checkbox"/> Provide input into Pūkaha strategic plans in terms of biodiversity and conservation goals
2	<p>Relationship Management</p> <ul style="list-style-type: none"> <input type="checkbox"/> Formulate key alliances with complimentary conservation centres across New Zealand <input type="checkbox"/> Maintain and grow effective relationships within the conservation breeding community and externally to Wildbase, other veterinarians and industry experts <input type="checkbox"/> Establish and nurture outstanding working relationships with other key stakeholders

<p>3 Planning & Organising</p> <ul style="list-style-type: none"> <input type="checkbox"/> Plan delivery of conservation breeding programmes and contribution of staff to forest restoration and education programmes <input type="checkbox"/> Develop and implement quality improvements to team systems and practices, including information collection, analysis and reporting, training and development, husbandry manuals and best conservation breeding practise.
<p>4 Research</p> <ul style="list-style-type: none"> <input type="checkbox"/> Keep up to date with the latest advances in conservation science <input type="checkbox"/> Monitor and record all key data for ongoing evaluation, analysis and application in planning. <input type="checkbox"/> Work with the internal and external stakeholders to identify additional research needs and opportunities. <input type="checkbox"/> Support qualitative and quantitative research where required
<p>5 Health and Safety</p> <ul style="list-style-type: none"> <input type="checkbox"/> Ensuring team members receive induction and adequate supervision, information, assistance and training to meet all health and safety responsibilities <input type="checkbox"/> Ensuring the health and safety performance is discussed regularly, monitored and periodically reviewed <input type="checkbox"/> Ensuring responsibility for health and safety are assigned, executed and included in performance reviews <input type="checkbox"/> Supporting a culture committed to the health and safety of our staff and visitors.
<p>6 Compliance</p> <ul style="list-style-type: none"> <input type="checkbox"/> Ensure activities in the Reserve comply with the relevant acts, in particular the Reserves Act, and Wildlife Act

Note: The above performance standards 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.

Person Specification:

Knowledge/Experience

Essential

- Experience in leading conservation teams, including work planning, performance and development planning.
- Experience in conservation breeding programmes including daily husbandry and care, welfare and breeding management, wildlife health
- Effective relationship builder and manager who is able to relate well to a variety of people and cultures
- Able to lead a team effectively and bring out the best in people
- A relevant tertiary qualification or equivalent expertise gained from experience in biodiversity and/or biosecurity
- Motivated to support aspirations of iwi and comfortable to engage in Māori settings
- A New Zealand Driver Licence

Preferable

- Field experience and handling certification for kiwi monitoring and management – wild and captive
- Project, contractor and budget management experience
- Knowledge of ecological restoration principles, activities and objectives including pest animal and weed control and monitoring; management of threatened plant and animal populations.
- Knowledge of regulations, statutory processes, standard operating procedures and accepted best practice in biodiversity and biosecurity operations
- Proficient and accurate user of databases and systems
- Able to interpret and apply GIS information



Personal Attributes

- Team player
- A big picture thinker with proven leadership ability
- Takes personal responsibility and is accountable
- Positive, can-do attitude, energetic and results driven
- 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 (evenings and weekends) and be on call to ensure smooth operations