



Landscape Connections Trust - The Halo Project

Source to Sea Field Supervisor Role Description

January 2021

Job title: Source to Sea Field Supervisor

Location: Dunedin central

Duration of fixed-term: To November 2023

About the Trust:

Landscape Connections Trust (LCT) is an incorporated charitable trust, established in 2009, to create healthy landscapes that support resilient communities.

LCT works with groups and individuals across the landscape north of Dunedin to enhance this special area. Our community-led management strategy recognises that as well as protecting and managing specific high-value biodiversity areas, other actions are required to ensure broader ecosystem functionality and integrity across the project area. Our health, wellbeing, lifestyles and economy are all dependent on a healthy natural environment and it is this underlying principle that drives our objectives to enhance the natural environment. We implement a number of projects, as part of The Halo Project.

About the Source to Sea Project:

This new project aims to work with a range of stakeholders to restore riparian, wetland and forest habitat in high priority eastern Otago river and stream catchments. This work will lead to a wide range of benefits including improved water quality, increased flood/erosion protection, improved/increased habitat for aquatic and terrestrial flora and fauna, provide corridors for the movement of indigenous wildlife, improved mahinga kai sites, compliance with local and central government legislation, and engagement with local communities.

There is over 2,800 km of stream and river within the seven target catchments. Selecting the highest priority sites on which to undertake work is essential to ensuring the maximum benefit is achieved using the resources available. Priority sites will be those which will restore waterways from source to sea or link existing habitat. The project will not only benefit the environment, but also economic livelihoods as we hope to employ local people and businesses while assisting landowners to achieve their legal requirements.

An integral part of this project, and a measure of its success, will be engagement with community groups, volunteers and skill development of the team.

Community and social development

With this project, we hope to benefit the wider community in a variety of ways. The obvious benefactors from this project are those landowners receiving assistance with restoration activities on their property. Beyond the direct benefactors, we hope to provide value to the community by creating restoration/conservation-focused jobs. These jobs will allow workers to develop skills sets which will only increase in value as New Zealand moves towards a more environmentally sustainable future.

Partnerships

It is hoped the community at large will benefit by being involved in all possible components of the project. The first step has been to engage with communities to gain an understanding of their willingness to participate and the kind of involvement and outcomes they would like to see. To date, we have partnership arrangements with Kati Huirapa Rūnaka ki Puketeraki, the Otago Regional Council, the Department of Conservation, the Dunedin City Council, Conservation Volunteers New Zealand, and the Otago Corrections Facility.

Purpose of the Field Supervisor role

As Field Supervisor you will be responsible for leading a team of six field staff to deliver weed control, restoration planting and maintenance to a high standard. There may be instances where the team gets involved in other conservation activities, such as weed and predator control. The Field Supervisor will lead, inspire, motivate and facilitate the training of the team. You will be supported by the Source to Sea Project Manager and a part time communications staff member.

Key Accountabilities

Work Planning

The Field Supervisor is responsible for the day to day planning and implementation of field work

Key Tasks

- Ensuring that restoration plans and conditions of landowner agreements are followed
- Maintaining equipment and anticipating resource needs
- Organising and driving the team and equipment to site
- Supervising staff to ensure weed control, planting and plant maintenance is delivered to a high standard
- Work alongside landowners and community groups in some instances
- Identify and implement improvement initiatives.

Staff Management and Training

The Field Supervisor is responsible for managing, supporting and organising training of field staff. You will have excellent people management skills, with the ability to relate to a wide range of people.

Key Tasks

- Inspire, lead and motivate staff.
- Manage the team to ensure continued improvement in group performance, effectiveness and productivity.
- Empower staff in their roles and identify where mentoring or coaching is required.
- Organise training and development programmes for staff, empowering individuals to develop conservation careers.

Reporting and liaison

The Field Supervisor will report to the Source to Sea Project Manager.

Key Tasks

- Regular, clear and accurate communication with Project Manager on progress and issues including:
Site management and quality, landowner relationships, team effectiveness, staff performance, improvements needed, resource and support requirements, training requirements, risks, partnership opportunities, education opportunities, and general project progress,

Health and Safety Management

The Field Supervisor will ensure staff and volunteers fulfil their health and safety obligations and duties.

Key Tasks

- Ensure all staff are aware of the health and safety and quality control requirements of their roles.
- Maintain accurate and site-specific Hazard Registers.
- Guide and coach staff to improve their health and safety practices.
- Encourage open, positive and responsive health and safety culture within the team.
- Report all risks, incidents and near misses to Project Manager.
- Comply with health and safety auditors and incident investigators
- Escalate (formally and informally) health and safety issues that arise.
- Assist Project Manager with the development and improvement of health and safety policies and procedures as necessary.

Public Relations

The Field Supervisor will have shared responsibility for guiding and participating in the programmes' public relations including outreach, education and fundraising for Source to Sea.

Key Tasks

- Collaborate with staff and partners of The Halo Project to plan direction and scope of outreach, education, public meetings and fundraising.
- Participate personally in public relations and provide support for staff, stakeholders and Halo Project to do so.

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| <u>Implementation Competencies</u> | <u>Operational Planning</u> | Creates plan for daily work involving logistics, resources required (tools, plants, field gear etc), staff briefing and training, landowner liaison and coordination, health and safety. |
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| | <u>Operational Decision Making</u> | Understands the needs of stakeholders; makes every effort to ensure the stakeholders are listened to by self and others; focuses their attention on meeting their needs wherever possible and on managing their expectations. |
| | <u>Stakeholder Service Orientation</u> | Engages in the thorough analysis of team effectiveness through gathering relevant information; sees the "whole" and complexity of connections; takes into account factual information, logical assumptions, resources, potential risks and opportunities; makes timely, sound decisions. |
| | <u>Work Management</u> | Controls ones work by prioritising work goals, requirements and areas of opportunity. |

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| <u>Relationship Competencies</u> | <u>Building Relationships</u> | Builds, maintains and uses effective working relationships, internal and external to the organisation , to facilitate the successful achievement of projects, assignments and objectives. |
| | <u>Communication</u> | Expresses and conveys information effectively to other people. This includes speaking, writing and listening in both formal and informal situations. |
| | <u>Delegation</u> | Takes into account the strengths, knowledge, potential and development opportunities when delegating. Monitors activities that have been delegated; provides support without removing responsibility. |
| | <u>Developing Organisational Capability</u> | Creates learning opportunities for others to develop and grow, positively influencing their progress towards successful results. Coaches and gives feedback, guidance and support to enable individuals to reach agreed objectives. Creates an environment conducive to learning. |
| | <u>Influential Leadership</u> | Inspires, motivates and builds cohesive teams; promotes and uses the Halo Projects' vision, values and strategic priorities as a guide to everyday operations. Leads others through change by helping them to see and feel how things can be different. |
| | <u>Persuasiveness</u> | Uses appropriate interpersonal styles and communication methods to gain acceptance of an idea, product, plan or service; effectively influences others and adapts one's own behaviour to accommodate circumstances and individuals involved. |

You will:

- Be an inspiring leader who is adaptable, innovative and creative;
- Have successful staff management experience, particularly in an outdoor field setting;
- Possess strong technical knowledge of habitat restoration and monitoring;
- Be able to implement field-based operations in a strategic and methodical manner;
- Have a strong knowledge of workplace health and safety requirements;
- Be an excellent communicator with an ability to relate to a range of people;
- Have sound computer skills, particularly in Microsoft Office; and
- Have excellent written and verbal communication skills.
- Hold a full drivers licence and work visa

Preferably, you will also:

- Be a competent user of GIS
- A tertiary qualification in fields relating to conservation, ecology or science is desirable; and
- Have experience in conservation field work, preferably within a New Zealand context.

A phone, laptop, pool vehicle and training will be provided.

How to apply:

If you believe you have the relevant skills and experience to undertake this role please send your cover letter and CV to jennifer@haloproject.org.nz

For a confidential discussion regarding the role, please contact Jennifer Lawn (Source to Sea Project Manager) – jennifer@haloproject.org.nz or Rhys Millar (Halo Project Director) – Rhys@haloproject.org.nz

Applications close 9am Tuesday 16th February, 2021