

## POSITION DESCRIPTION

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**Position Title: Conservation Work Skills Leader**

**Location: Greymouth**

### **Full-time, Six-month Fixed Term Contract**

**NOTE:** On successful completion of the fixed term period and probation, Conservation Volunteers New Zealand will make all reasonable efforts to extend the 6-month fixed term contract. However, this may not always be achievable and is dependent on continued funding support for the Conservation Work Skills Programme.

### **Reports to: West Coast Regional Manager**

#### **Summary Statement:**

The Conservation Work Skills (CWS) Leader is responsible for the safety, welfare, training and supervision of participants on practical conservation projects in Greymouth and Punakaiki.

The CWS Leader has a unique opportunity to make an important contribution to the health of the local environment while at the same time supporting the development of conservation skills and experience for ten local job seekers who will be employed by Conservation Volunteers New Zealand (CVNZ) for the duration of the project.

The CWS Programme is a partnership between CVNZ and the Ministry of Social Development (MSD) and has the following objectives:

#### **Tasks & Duties**

- Ensuring a safe and healthy place of work is provided and maintained for participants through diligent implementation of CVNZ Work Health and Safety Systems and the monitoring of safety performance in their area of responsibility.
- Building and maintaining team morale and motivation while responding to any conflict situations in the approved CVNZ manner to prevent situations escalating.
- Responding within approved procedures in emergency situations, and investigating and reporting on all incidents, near misses and high potential incidents occurring or noted in the workplace.
- Providing a mix of practical and theoretical on-site training.
- Making logistical arrangements for the efficient completion of project activities which may include project scheduling, tool selection and site maps, details of job specification etc.
- Ensuring the care, maintenance and safe operation of vehicles, trailers, tools and equipment.
- Representing CVNZ in the general community by setting high standards of professional leadership and personal behavior and demonstrating WHS is a key priority of the organization.
- In consultation with the Regional Manager, assisting in arrangements for project events and publicity.
- Ensuring that payroll information for the entire team is submitted to the CVNZ Payroll Manager in a timely manner.

- Reporting to the Regional Manager, including timely completion of Reports, and compliance with the requirements of the CWS programme
- Other duties as directed by Regional Manager.

#### **Essential Qualifications & Attributes**

- Full Drivers Licence
- Current First Aid certificate
- Defensive Driving certificate (can obtain)
- Work Health and Safety (can obtain through CVNZ)
- Clearance by Current Criminal Records Check

The above qualifications are only required before actually working as a CWS Leader. For qualifications, other than a Full Driver's Licence, not already in place at time of employment including Senior First Aid and Defensive Driving Certificate, assistance is available from CVNZ in obtaining those qualifications.

- Knowledge and experience in practical conservation
- A Growsafe Certificate would be desirable

#### **Working Conditions**

CWS Participants are required to participate in activities 24 hours per week, over three 8-hour days, including all breaks and travel time between the pick-up point and the work location.

Whilst the hours of work for a CWS Leader are normally 37.5 hours per week, a flexible approach is expected due to the nature of this position as working additional time to fulfill your responsibilities may be required on occasions.

The CWS Leader can reasonably expect to be required to complete tasks characterised by:

- Manual handling – lifting, pushing, pulling etc
- Use of hand and power tools
- Use of chemicals
- Walking to, from and on, work sites over variable distances and terrains
- Exposure to adverse weather conditions
- Exposure to hazards of the natural environment, eg. bites and stings
- Driving a team vehicle for extended periods of time with a team of 10 passengers
- Working in locations that are remote from immediately available medical/paramedical services
- Working with participants who may have had very limited or no previous experience in a work environment.

#### **Key Performance Indicators:**

- The CWS Leader and participants abide by CVNZ Workplace Health and Safety systems, procedures and policies at all times
- Project logistics and activities are managed to ensure efficiency in the workplace and completion of project deliverables
- Participants are led to an increased practical understanding of conservation and sustainability
- The CWS team works as a cohesive group developing positive personal and workplace attributes
- All reports are written and submitted in a timely manner

<b>KEY SELECTION CRITERIA</b>
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1. Practical experience in the management of and compliance with Workplace Health and Safety systems, processes and procedures as they apply to practical conservation activities.
2. Demonstrated knowledge or experience in practical conservation
3. Well developed interpersonal communication skills with the proven ability to liaise with people from diverse backgrounds and working experience.
4. Demonstrated capacity to engage team members in learning new skills and providing on-going coaching to team members.
5. Demonstrated success in assisting people to achieve positive personal growth and practical skill development.
6. Demonstrated capacity to formulate and submit written reports within specified time lines.
7. Record of effective organisation and prioritisation of multiple demands to meet project objectives.