



POSITION DESCRIPTION

Job Title: TEAM LEADER – KAIPARA REGION
CONSERVATION VOLUNTEERS NEW ZEALAND (CVNZ)

Reports to: Regional Manager

Summary Statement:

The CVNZ Team Leader will play a key role in the delivery of a significant ecological restoration project at Atiu Creek Regional Park on the shores of the Kaipara Harbour. The successful candidate is responsible for the safety, welfare and supervision of volunteers/participants on practical conservation projects. This is a unique opportunity to make a critical impact on the preservation and sustainability of our natural and cultural heritage by managing diverse teams participating in practical and hands-on conservation activities. CVNZ Team Leaders experience stunning locations and make a difference to maintaining and enhancing the features of these locations.

Tasks & Duties

- Ensuring delivery of a robust work programme determined by CVNZ and project partner Auckland Council Regional Parks. The work programme includes but is not limited to growing and planting 30,000 native trees per year, controlling pest animal and plant species and assisting Park Rangers with maintenance tasks.
- Ensuring the general welfare and safety of volunteers/participants, including strict adherence to CVNZ's OH&S policies and procedures.
- Maintaining team morale & motivation.
- Responding within approved procedures in the case of an accident or emergency.
- Providing a mix of practical and conceptual on-site training.
- Making logistical arrangements for the efficient completion of project activities, principally practical conservation tasks (including project scheduling, catering and accommodation requirements, tool selection and site maps, details of job specification).
- Ensuring the care, maintenance and safe operation of vehicles, trailers, tools and equipment.
- Representing CVNZ in the general community and setting high standards of professional leadership and personal behaviour (CVNZ enforces a strict drug and alcohol-free policy).
- Reporting to the Regional Manager, including completion of Project Leader Reports.
- Other duties, as directed by Regional Manager.

Essential Qualifications

- Full Drivers License
- Current Senior First Aid certificate or approved equivalent.
- Tertiary qualifications in an environmental field.
- Defensive Driving certificate obtained within the last five years.
- Occupational Health and Safety Level 3 or approved equivalent.
- Ministry of Justice Check

The above qualifications are required before actually working as a Team Leader. CVNZ will provide training in OHS III and assist with the Ministry of Justice check

Desired Qualifications & Attributes

- Demonstrated capacity or experience in leading small teams.
- Plant identification knowledge and experience
- Experience in building walking tracks
- General construction skills.

Working Conditions

Whilst the hours of work are normally 7.6 hours per day, 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.

CVNZ Team Leaders can be required to lead both residential and on occasion, local projects.

Local projects are regarded as projects that operate from and return to the office base location on a daily basis.

The role includes housing at the project site in CVNZ's volunteer accommodation where volunteers also stay. Team leading/project delivery is predominantly undertaken during the working week and occasionally on weekends, particularly in the planting season. The ability to provide a duty of care some weekends would also be favourably considered.

From time to time the team leader is required to work on projects in other areas around Auckland. These residential projects involve leading and remaining with teams enjoying a variety of accommodation types such as shearers' quarters, caravan parks and tent camps.

Key Performance Indicators:

- Observes and complies with CVNZ's OH&S policies and standards by practicing safe behaviors and by reporting hazardous conditions.
- Possesses and exhibits team leading skills and attributes which enable an educational, fun, safe and rewarding volunteer/participant experience.
- Plans, delivers and completes projects in an efficient manner.
- Cares for, maintains and safely operates all vehicles, trailers, tools and equipment.
- Represents CVNZ in the community in a presentable, professional and positive manner.
- Communicates with others in a clear, timely and appropriate manner, including the submission of team leader and other required reports.
- Works as part of a team

KEY SELECTION CRITERIA

1. Demonstrated experience as an effective and motivating team leader.
2. Practical experiences in the management of and compliance with organizational OH&S processes and procedures.
3. Qualifications or experience in conservation or natural resource management (NRM) with good plant identification and walking track construction experience.
4. Well developed interpersonal communication skills and an ability to liaise with people from diverse socio/cultural backgrounds.
5. Demonstrated capacity to engage team members in learning new skills and to provide on-going coaching of team members.
6. Good levels of health and fitness.
7. Well-developed computer skills using Word and Excel.
8. Demonstrated capacity to formulate written reports within specified time lines.
9. Record of effective organisation and prioritisation of multiple demands to meet project objectives.