

Biodiversity Advisor – Advocacy and Events

Part one: Job Description

Job title:	Biodiversity Advisor – Advocacy and Events	Location:	Wellington
Status:	Permanent	Effective:	December 2017
Department:	Biodiversity	Group:	Catchment Management

1. Role of the Biodiversity department

The role of the Biodiversity department is to help the people of the Wellington region to cherish and protect our special natural environment.

The work of the department includes, but is not limited to:

- Advocating for the natural environment;
- Working with the community to raise public awareness of biodiversity values and threats
- Providing practical advice about protecting and supporting biodiversity
- Protecting areas of high biodiversity value
- Helping landowners to protect the natural environment

2. Purpose of role

The Biodiversity Advisor – Advocacy and Events is responsible for some or all of the following functions:

- Develop, implement and review events, training, and material (including publications, website material, other media) under the Advocacy programme. This is a significant component of the role. This function requires close collaboration with GWRC's Customer Engagement department;

- Plan and deliver GWRC’s role in multi-stakeholder collaborative restoration projects;
- Grow productive relationships with partners and stakeholders, both internal and external, on collaborative restoration project activities, event management and delivery, marketing and promotional activities and other relevant issues
- Help to develop and implement the department’s programmes and projects;
- Maintain a safe working environment by observing Greater Wellington’s health and safety policies.

3. Working relationships/reporting lines

The Biodiversity Advisor – Advocacy and Events reports directly to the Team Leader, Strategy & Advice

The Biodiversity Advisor – Advocacy and Events works with staff and management across the Biodiversity and other departments within Greater Wellington. The Biodiversity Advisor – Advocacy and Events has key relationships with, but not limited to, the following:

- Staff from external organisations including, for example: territorial authorities, government departments and non-governmental organisations, and
- Members of the community including land owners, iwi, community groups, non-governmental organisations, schools, business people, and the general public.

4. Key results and tasks

Key results	Key tasks
<p>Implementing GWRC objectives and contributing to the Biodiversity department</p> <ul style="list-style-type: none"> • The Biodiversity department operates in an effective manner and members of the Biodiversity department support each other. • Stakeholders experience a seamless service across the Biodiversity department. 	<ul style="list-style-type: none"> • Demonstrate a commitment to implementing the Biodiversity department’s Operational Plan. • Contribute to effective management of a wide variety of relationships with stakeholders and interested parties, GWRC management and staff, support staff, contractors, consultants, suppliers and other agencies. • Demonstrate a commitment to, and enthusiasm for an overall contribution to

	<p>the Biodiversity department.</p> <ul style="list-style-type: none"> • Assist, as required, any other projects that the Biodiversity department is involved in.
<p>Advocacy and engagement</p> <ul style="list-style-type: none"> • Events and community engagement activities are organised and delivered effectively and contribute to raising awareness of the importance of biodiversity • The public receives good information and support relating to managing biodiversity 	<ul style="list-style-type: none"> • Work with the Customer Engagement department to assist or lead events and external meetings • Lead GWRC's input into Restoration Day, Restoration Workshops and other community-based initiatives, as required • Develop and manage resources that support the community and schools to restore their local environment • Raise awareness about the biodiversity values of the region (e.g. GW website, events). • Develop and review the components of the Advocacy programme where appropriate
<p>Collaborative Restoration Projects</p> <ul style="list-style-type: none"> • GWRC delivers positive outcomes through its role in multi-stakeholder collaborative restoration projects (eg Porirua Harbour and Wairarapa Moana) 	<ul style="list-style-type: none"> • Assist the Collaborative Restoration Project leads to deliver project outputs including events, publications, community group support and other actions as necessary • Represent GWRC interests in multi-agency forums when necessary • Support the project leads to develop and implement cost-effective plans and programmes for the projects
<p>Relationship Management</p> <ul style="list-style-type: none"> • Strong working relationships with staff, 	<ul style="list-style-type: none"> • Maintain effective communication with contractors, clients and staff

<p>suppliers and external clients are established and maintained.</p> <ul style="list-style-type: none"> • High quality services are provided to colleagues within Greater Wellington. 	<ul style="list-style-type: none"> • Ensure a high standard of customer service in dealings with clients and staff • Provide or organise helpful advice to the public on ecological restoration as required
<p>Contractor / Consultant Management</p> <ul style="list-style-type: none"> • Contractors and consultants are well managed to ensure they satisfactorily complete assigned tasks 	<ul style="list-style-type: none"> • Organise and monitor the work of any contractors or consultants • Ensure that Contractor Management and Health and Safety processes are followed at all times
<p>Self Management</p> <ul style="list-style-type: none"> • Demonstrate continuous improvement in performance /personal development 	<ul style="list-style-type: none"> • Be open to consultation and seek regular feedback from your Team Leader in line with Greater Wellington's performance management system (P4P) • Comply with Health and Safety legislation and policies • Attend recommended training opportunities
<p>Sustainable Resource Management</p> <ul style="list-style-type: none"> • Demonstrate a commitment to sustainable resource management 	<ul style="list-style-type: none"> • Promote sustainable management of resources and the organisation's role and achievements in this area, including effectively and efficiently using resources available to the department
<p>Health and Safety</p> <ul style="list-style-type: none"> • A safe and healthy working environment is maintained • GWRC's health and safety policies are observed 	<ul style="list-style-type: none"> • Actively engage in health and safety matters • Practice safe work methods and follow health and safety procedures • Protect yourself, your fellow employees and any other party, from unsafe situations by working in a safe and responsible manner, in accordance with policy and procedural requirements

	<ul style="list-style-type: none">• Participate in safe work planning, hazard identification, risk assessment and developing recommendations for corrective actions• Report all incidents, including near misses and hazards, whether or not these incidents involve injury
--	--

5. Dimensions (employees, budget, expenditure)

The Biodiversity Advisor – Advocacy and Events has no staff but may be required to manage contractors from time to time. The Biodiversity Advisor - Advocacy and Events may also have responsibility for projects and the allocated project budgets.

Part two: person specification

Essential knowledge, skills, and behaviours

1. Qualifications, skills and experience

- An applicable tertiary qualification (e.g. event management, teaching, ecology, environmental management) or equivalent experience
- At least 3 years' experience in event management and/or recreation and/or ecological restoration and community engagement
- Experience in community engagement with external parties such as iwi, community groups, schools, contractors and landowners.
- Knowledge of the of the Council's role in environmental management and education
- Ability to present well at all levels of an organisation but particularly to groups of all ages and backgrounds
- Ability to plan, implement and monitor programmes within budget
- Skills in coordinating programmes and/or resources
- Experience in facilitating groups to define and work towards shared objectives
- Project management experience
- Excellent writing skills to a diverse range of audiences

2. Personal attributes and behavioural competencies

- Excellent communication skills and well developed interpersonal skills (flexibility, listening skills, persuasive)
- Ability to actively engage with others to share and encourage positive interactions
- Ability to work as part of a project team, as well as to work independently
- Ability to work to deadlines and complete work to a high standard
- Ability to organise and prioritise a range of work with different levels of urgency and importance.

- A strong commitment to providing a high level of customer service and customer satisfaction
- Understands the importance of building and maintaining positive durable working relationships both internally and with external stakeholders
- Ability to influence through effective application of knowledge and logic
- Honesty, integrity, enthusiasm and energy
- Values and respects other people's contributions, work pressures and responsibilities
- Pragmatic and adaptable
- Understands the importance of using sound judgement, by weighing up relevant options and evaluating potential outcomes to ensure decisions are based on well thought out processes
- Awareness and understanding of tikanga Māori.

3. Physical requirements

- A full and current driver licence
- The ability to use safely a keyboard mouse without causing or aggravating an injury

The jobholder must be able to physically carry out the functions of the position.

Date and signatures

Job holder: _____

Date:_____

Manager: _____

Date:_____