

Puketi Forest Trust

Job Description - Project Manager	
Role Purpose: To manage and lead the forest restoration work of Puketi Forest Trust.	
Reports to: Puketi Forest Trust Board via chair.	
Hours of Work: Full time 40 hours/week.	
Term of Employment : 3 years	
Direct reports : Project Administrator and Supervisors	
Tasks and Responsibilities:	
Team Leadership	<p>Create and maintain a cohesive, motivated team of contractors and employees with good inter-personal relationships and a safe productive working environment.</p> <p>Manage individual development and training of team members.</p> <p>Monitor team performance and conduct regular appraisals.</p> <p>Ensure that employees' work time is productively deployed.</p>
Operations	<p>Manage the implementation of multi-species pest control (trapping and ground-based toxins) throughout Puketi-Omahuta to standard 'best practice' or better.</p> <p>Keep informed of developments in the field and introduce new methods and innovations where appropriate.</p> <p>Manage contracts for pest control and related services including preparation of contract documents, tendering, selection and supervision.</p> <p>Manage the monitoring of targeted pests and protected wildlife, including analysis of data and assessment.</p> <p>Design and conduct trials of new pest control methods or monitoring techniques as appropriate, including data collection and analysis.</p> <p>Work with the trust board to plan and implement translocation of kokako and other species to Puketi.</p>
Training	<p>Establish and manage a programme to deliver training to team members to meet funder and trust board requirements.</p>

Planning	<p>Prepare annual business plans to cover all Trust operations.</p> <p>Prepare and implement detailed plans for expansion of pest control operations across Puketi-Omahuta including budgeting, cash flows and procurement.</p>
Reporting	<p>Provide regular (monthly) reports to the trust board detailing activity and progress against agreed performance targets.</p> <p>Maintain necessary records and report to DOC, funders and others in accordance with the Trust's management agreement and funding conditions.</p>
Liaison	<p>Maintain a good working relationship with DOC, landowners and local hapu.</p> <p>Attend and report at regular operational meetings of the Puketi-Omahuta rōpu.</p>
Quality Control & Compliance	<p>Design and carry out regular audits of pest control operations to confirm and record that the pest control work meets the required standard.</p> <p>Ensure that all activities comply with the conditions of the Trust's management agreement and funding agreements.</p>
Volunteer Support	<p>Identify and organise suitable tasks for volunteers, including rostered pest control, monitoring, and working bees, with emphasis on positive outdoor and social experiences.</p>
Health & Safety	<p>Maintain a culture of safe work among employees, contractors and volunteers.</p> <p>Regularly update the health and safety plan as required and ensure that it is enacted. Report about health and safety related matters to the trust board regularly. Ensure thorough investigation into all incidents and near misses and that lessons are disseminated to employees, contractors and volunteers, and acted upon, including any necessary updates to the Project's health and safety plan.</p>
Financial	<p>Ensure all operational financial tasks in relation to the project are carried out in a timely and accurate manner.</p> <p>Set budgets for approval, monitor expenditure against them and report.</p>
<p>Essential Skills:</p> <p>Experience in project management including the efficient planning and delivery of pest control or wildlife management projects.</p> <p>Experience and knowledge of people management and ability to build a team and motivate and develop others.</p> <p>Experience of working with community based models with strong environmental principles.</p> <p>Initiative and problem solving ability.</p> <p>Proven ability to work effectively and professionally in partnership with colleagues.</p>	

Experienced in forest ecosystem restoration, predator control and wildlife monitoring.
Clear and effective communicator in written and spoken English.
Comfortable in Te Ao Māori (fluency/partial fluency in Te Reo and local connections an advantage).
Competent with Word, Excel, Powerpoint.
Competent in bush navigation, use of maps and GPS.
Experience with mapping software or GIS an advantage.

Essential Attributes:

Keen interest in conservation and ecosystem protection.
Inclusive decision maker.
Able to build effective relationships with diverse communities.
Organised and able to multi-task.
Effective problem solver and innovator.
Full driver's license, drug free and physically fit.

Primary working relationships

Internal and project contacts: PFT board (via chair), Project Administrator, Project Supervisors, kaimahi.

External contacts

Central and local government agencies (DOC MSD NRC MPI), NGO's, contractors, suppliers.