



Position Title:	Field Advisor/Kaimahi Integrated Kaipara Harbour Management Group (IKHMG)
Reports to:	Programme Manager, IKHMG
Direct Reports	N/A
Indirect Reports	Contractors
Location:	2/5 Hunt Street, Whangarei

Accountabilities of position

Purpose of position:

The Integrated Kaipara Harbour Management Group (IKHMG) vision is to create a “Healthy and Productive Kaipara Harbour”. We have four non-negotiable principles that must be adhered to at all times when representing IKHMG:

- Manaakitanga
- Kaitiakitanga
- Eco-systems based
- Co-management approach

To assist the Programme Manager in the coordination and promotion of water quality improvement, soil conservation, afforestation initiatives and programmes focused on best farming practice and sustainable land management from farm to catchment scale. This includes but is not limited to financial & resource management, Health & Safety compliance, relationship management and development, project reporting, and recording and monitoring. IKHMG is collaboratively working with multiple partners on an array of multi-faceted projects that require expertise in planting plans, knowledge of forestry and /or river formations and Ecology and Bio-diversity knowledge. This includes local and national projects within the Kaipara Harbour. Knowledge of the National Policy for Fresh Water Management (NPFWM) would be highly regarded.

Key responsibilities	Expected outcomes
Field Programme planning and delivery <ul style="list-style-type: none"> • Work with Lead Field Advisor to develop, plan and implement the field programme(s) including national initiatives that will deliver on the IKHMG annual work programme. • Working with farmers / landowners/communities to create and support best practice in relation to water quality, soil conservation, environmental and biodiversity management. • Identify, coordinate and manage volunteers, partners, landowners, contractors and others to deliver work programme objectives. • Assist Lead Field Advisor in effectively delivering projects within budget and on time. • Relationships are developed and maintained with partners, communities, Councils, Hapū / Iwi, landowners, industry and others to promote IKHMG 	<ul style="list-style-type: none"> • Annual work programme is successfully delivered, and expectations of funders are met. • Farmers are engaged and working pro-actively on environmental management of their farms. • Partners are engaged and have well-defined roles to deliver IKHMG projects. • Projects are effectively time-managed and within budget. • Relationships are established and strengthened and the IKHMG mahi is being promoted. • Programme delivery maximises opportunities for Kaipara Uri and kaitiaki and creates socio-economic benefits. • Innovative and collaborative approaches to address catchment issues to the Kaipara Harbour are developed, utilised and recorded.

objectives and vision to increase on-the-ground delivery and collaboration.

- Work in collaboration with hapū / Iwi within the catchment and assist Lead Field Advisor in empowering their kaitiaki to assist IKHMG in leading projects.
- Establish innovative methodologies & approaches intertwining Western Science and Mātauranga Māori with the assistance of the specialist in this area.
- Monitor and record processes for delivery of projects that contribute to the IKHMG Business Work Plan.
- Ensure all work delivered is to high standards and according to Best Available Practice (BAP).
- Assist the Lead Field Advisor with developing and implementing Farm and Catchment plans within the Kaipara with landowners, Regional Council Advisors, Industry Advisory groups and Mana Whenua, in identified areas for remediation works.

Relationship Management

- Establish and maintain relationships with Manawhenua and stakeholders, as required, to plan and deliver field programme and projects. This may include landowners, industry, community, local government and interest groups.
- Represent IKHMG at various forum, hui, discussion groups etc, as required.
- Ensure timely and accurate communication with the management sub-komiti and the wider IKHMG partnerships pertaining to field delivery.
- Develop and maintain high-trust relationships with individual landowners/communities within the catchment.
- Develop and support cluster groups within the catchment made up of landowners and farmers and others with the assistance of the Lead Field Advisor, addressing priority areas.
- Partnership involvement is maximised, and outcomes met for each project.
- IKHMG is well-represented and promoted around the catchment.
- Projects are (properly) professionally communicated to various interested parties.
- High-trust relationships are established and maintained with landowners/communities around the Kaipara.
- Cluster groups are established and supported in key areas.

Recording, Reporting and Evaluation

- Work with IKHMG Administration Team to ensure recording processes and templates are in place for each project.
- Provide accurate and timely reporting to Lead Field Advisor and the broader IKHMG partnership, as required.
- Supply evaluation of projects to enable adaptive management.
- Project documentation in place at the start of each project.
- Reports are accurate and submitted in a timely manner.
- Each project/programme is evaluated and considered when planning next project.

Organisational obligations

- Promote a safe and healthy workplace by undertaking responsibilities as outlined in Te Uri O Hau's health and safety policy and procedures
 - Promote activities and initiatives that assist IKHMG achieve its vision and mission
 - Comply with all organisation policies
 - IKHMG Health & Safety policies and procedures are in place and are followed.
 - IKHMG is promoted within the community and is inspiring others.
 - Organisational policies are being followed.
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Key relationships

Internal

- Partners to the IKHMG and Manawhenua
- Management Sub-Komiti
- Te Uri O Hau

External

- Schools, communities, landcare/environmental groups and other NGO's
 - Councils and Crown agencies
 - Marae, hapu/Iwi
 - Private landowners and farmers
 - Rural sector groups
 - Contractors
 - Consultants
 - Research institutions and organisations such as NIWA, LandCare Research, Universities etc
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Type of person suitable for this position

Qualifications

Essential

- Tertiary Qualification in Ecology, Agriculture, Forestry or Environmental Management
- Current full driver's license

Desirable

Tertiary qualification in relevant field, as listed above with impeccable communication skills and the ability to work with an array of personalities.

Experience

Essential:

- Minimum of two years experience in a related field such as ecology, agriculture, forestry, or environmental management
- Experience and proven management skills coordinating and delivering multiple projects
- Experience with creating planting plans including native planting, riparian planting and wetland creation
- Experience in Arch view, GIS or similar
- Experience working with a variety of people/personalities including rural farmers and hapū/Iwi, and the ability to facilitate effective communication
- Ability to work well under pressure and maintain professional integrity at all times
- Experience in bio-diversity management on a catchment scale
- Enthusiasm and an ability to interact and communicate at all levels of society with a sound understanding of the Maori culture

Desirable:

- Report writing, analysis and presentation skills
 - Knowledge of landscape scale ecological restoration
 - Ability to create Farm Environment Plans
 - Previous experience working with landowners, industry, community and Mana Whenua
 - Practical knowledge of farming would be an advantage
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Technical competencies

- Excellent communication skills, both written and oral.
 - Senior/Intermediate Computer literacy & Office Suite competency
 - GIS (ESRI programmes) or similar essential
 - Knowledge of Water Quality & Testing preferred
 - Ability to write Farm Environment Plans
 - Skills to develop an array of planting plans
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Core Competencies- people leader and specialist

- **Lead our vision and values** – keeping IKHMG vision of creating a healthy and productive Kaipara Harbour and our core principles at the forefront of decision making and action.
- **Enable innovation and improvement** - encouraging self and others to seek opportunities for innovative approaches to address challenges to improve workplace policies and procedures.
- **Building working relationships**- developing and using collaborative relationships to successfully complete Work Plan.
- **Establishing Collaborative Best Practice Integrity**- ensuring that stakeholder perspectives are a driving force behind decisions and activities to craft and implement practices that meet or exceed stakeholder expectations in the service delivery of projects/programmes.
- **Monitor Resources** – Establish procedures to collate and manage data and resources required to manage delivery and outcomes.
- **Deliver high standards**– Establish high standard procedures and policies and inspire others within the field team to exceed stakeholder expectations in programme delivery.

Disclaimer

The above statements are intended to describe the general nature and level of work being performed by incumbents in the assigned job. They are not construed as an exhaustive list of all responsibilities, duties, or skills required of the incumbent. From time to time, personnel may be required to perform duties outside of their normal responsibilities as needed.