

## RANGER EDUCATION & VISITOR SERVICES POSITION DESCRIPTION

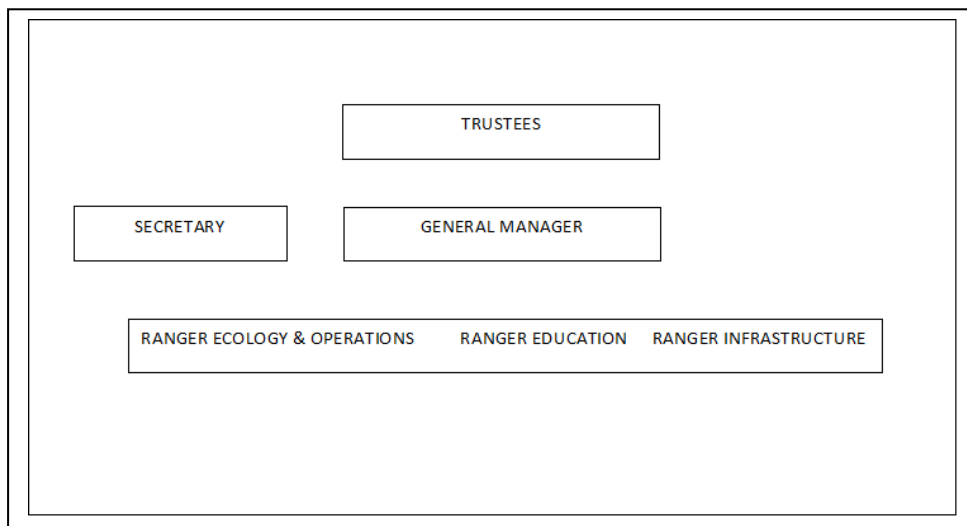
**Position Title:** Ranger Education & Visitor Services

**Location:** Tūhaitara Coastal Park

**Hours of Work:** Permanent Full-Time (40 hours per fortnight equivalent)

**Date:** December 2020

### ORGANISATION CONTEXT



#### Our Vision

A mature indigenous coastal ecosystem, healthy water and wetlands, biodiversity representative of a natural Waitaha, healthy mahinga kai and recognised nationally for excellence in the provision of conservation, environmental education and recreation opportunities.

#### Our Mission

To create a coastal reserve which is founded on and expresses strong ecological, conservation and cultural values and provides opportunity for compatible recreation and education activities for all people of New Zealand and to uphold the mana of Ngāi Tahu whānui by protecting and enhancing the mahinga kai values of Tūtaepatu Lagoon

### PURPOSE OF THIS POSITION

The focus of this position is the delivery of the Te Kōhaka o Tūhaitara Trust's education program, liaison with park volunteers and co-ordination of events.

The position requires leadership capabilities and team skills to successfully work with the Tūhaitara Coastal Park team and with external education providers, organisations, community groups, volunteers, and casual staff. The role also has a component of park maintenance and operations.

The position involves being part of a small team that is committed to the restoration of Tūhaitara Coastal Park, delivers quality park experiences and services such as environmental protection and education, event management, maintenance, enforcement and responding to emergencies.

Support will also be given to the General Manager by assisting with budgets, planning and delivery of ranger services.

### KEY RELATIONSHIPS

<b>Responsible To:</b> General Manager <b>Responsible For:</b> Nil	
Internal	External
<ul style="list-style-type: none"> <li>✓ General Manager</li> <li>✓ Ranger Ecology &amp; Maintenance</li> <li>✓ Trust Secretary</li> <li>✓ Casual Staff</li> <li>✓ Trustees</li> </ul>	<ul style="list-style-type: none"> <li>✓ The Settlers – Waimakariri District Council and Te Rūnanga o Ngāi Tahu</li> <li>✓ Te Ngāi Tūāhuriri Rūnanga Incorporated</li> <li>✓ Environment Canterbury</li> <li>✓ Schools</li> <li>✓ Education providers</li> <li>✓ Recreation providers</li> <li>✓ Volunteers</li> <li>✓ Interest groups</li> <li>✓ Wider community</li> </ul>

### KEY RESULT AREAS

KPI (area of responsibility)	Measure (successful when)
Facilitation of education programme	Schools and annual events are retained and a minimum of two additional schools engaging with the education programme. Feedback received from school participants.
Liaison with volunteers	Volunteers are resourced, as and when appropriate. All volunteers inducted through Health & Safety process. Volunteers are provided with guidance regarding their work and contribution to the Trust's programmes and events.
Event management	Minimum of twelve events are planned and delivered annually, including 2 annual Regional or National.
Ranger services	Actively participates in ranger education and enforcement activities. Examples/evidence of non-compliance are dealt with efficiently and effectively. Any examples of non-compliance that require escalation to (General Manager/law enforcement) are done so promptly.
Planning	Actively participates, in conjunction with the General Manager, in completing forward planning for education and event activities.
Personal Development	Agreed training and development initiatives completed. Demonstrates a commitment to personal development.
Public interaction	Members of the public are communicated with in a respectful way. Any queries are responded to in a timely manner and accurate information is provided.

## PERSON SPECIFICATION

Cultural Competencies
<p>Essential</p> <ul style="list-style-type: none"> <li>➤ The ability to use Te Reo in the context of the role (Mihimihi, Karakia Timatanga/Kai/Whakamutunga)</li> <li>➤ Reasonable knowledge of Tikanga Maori</li> </ul> <p>Desirable</p> <ul style="list-style-type: none"> <li>➤ Reasonable knowledge of Ngāi Tahu/Ngāi Tūahuriri history, Te Kereme, Ngāi Tahu/Ngāi Tūahuriri values</li> </ul>

Education / Qualifications
<p>Essential</p> <ul style="list-style-type: none"> <li>➤ A clean Class 1 NZ Drivers Licence</li> <li>➤ Be a 'Person of good Character' and able to work with children and vulnerable people (NZ Police vetting)</li> </ul> <p>Desirable</p> <ul style="list-style-type: none"> <li>➤ A qualification in teaching or education or the equivalent experience</li> <li>➤ First Aid Certificate</li> </ul>

Knowledge / Experience
<p>Essential</p> <ul style="list-style-type: none"> <li>➤ A strong awareness of and affinity for the needs and aspirations of mana whenua</li> <li>➤ Have experience with a holistic approach to learning for sustainability, including knowledge and understanding of the key concepts and practices of sustainability and experience of action learning and genuine student participation.</li> <li>➤ Knowledge of ecology, ecosystems and the natural world.</li> </ul> <p>Desirable</p> <ul style="list-style-type: none"> <li>➤ Experience of how schools operate including knowledge of the NZ curriculum</li> </ul>



#### Attributes

##### Essential

- Enjoy working in a team and comfortable with a range of communication styles.
- Be a creative thinker.
- Be enthusiastic and dedicated.
- Be self-motivated.
- Value diversity.
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#### Skills

##### Essential

- Able to develop learning and lesson plans.
- Effective verbal communicator, including the ability to convey ideas to a wide audience.
- Excellent written communication skills.
- Ability to come up with innovative ideas for enhancing visitor experiences.
- Able to work independently.



### KEY REQUIREMENTS FOR ALL TRUST STAFF

Model the Trust's tikanga, values of rangatiratanga, chieftainship, tohungatanga, excellence, katakana, stewardship and manaakitanga, respect.
Maintain an effective partnership with Mana Whenua.
Take all practical steps to ensure your own and other employees' safety as well as the safety of members of the public.
Notify your manager of any hazard or potential hazard.
Ensure that the Hazard Register is developed and maintained.
Manage electronic information of all activities within the Trusts corporate business and information systems according to information management policies and procedures.
Actively participate in providing solutions or suggesting better ways to do things.
Participate in training programmes and assist effectively in ranger services and emergency management.

### AMENDMENTS TO POSITION DESCRIPTION

From time to time it may be necessary to consider changes in the position description in response to the changing nature of our work environment, including technological requirements or statutory changes.

*Position Description Approved by:*

*Date:*