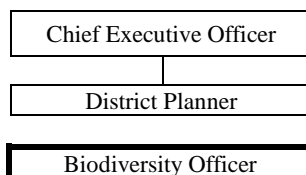


POSITION DESCRIPTION

Job Title:	Biodiversity Officer
Responsible To:	District Planner
Responsible For:	Nil
Position Purpose:	This job exists to implement the Biodiversity Strategy by promoting the protection, enhancement and management of Significant Natural Areas through agreements with landowners and other similar mechanisms, and to compile a non-statutory register of confirmed sites.
Date:	9 th November 2009

Organisation Context:



Important Functional Relationships:

External

Members of the public
Carterton District Council
South Wairarapa District Council
Greater Wellington Regional Council
Department of Conservation
Local iwi
Private landowners
Queen Elizabeth II National Trust
Other Local Authorities
Government Agencies
Community Groups

Internal

Chief Executive Officer
District Planner
Elected Representatives
Other Council staff

Committees/Groups

Resource Management Committee
Biodiversity Steering Group

Key Result Areas:

The position of Biodiversity Officer encompasses the following functions or Key Result Areas:

- Administration
- Financial
- Public Awareness
- Reporting
- Liaison Group
- Issues and Development

The requirements in the above Key Result Areas are broadly identified below:

Jobholder is accountable for	Jobholder is successful when
<p>1 Administration</p> <ul style="list-style-type: none"> • Undertake a desktop assessment of the Recommended Areas for Protection (RAP's) and Significant Natural Area's (SNA's) and develop a priority list. • Develop a programme to approach landowners to ground truth the Recommended Areas for Protection (RAP's) and Significant Natural Area's (SNA's) and identify changes in values. • Contact each landowner/occupier individually and discuss with them options for protecting the ecological values contained within the site or removing it from the nominated or confirmed list if no conservation value exists. • Compile a report for the Steering Committee with recommendations for inclusion or otherwise in a non-statutory register of SNA's. • Set up a monitoring programme with each landowner/occupier to monitor the progress of the SNA programme. • Investigate the establishment of a group such as a Land Care group to oversee the management and monitoring of identified Significant Natural Areas 	<ul style="list-style-type: none"> • Areas confirmed/deleted as Significant Natural Areas. • A non statutory register of confirmed Significant Natural Areas containing significant ecological value is established, regularly updated and the information made available to the community. • The state of the confirmed Significant Natural Areas is monitored on an ongoing basis and the effectiveness of the SNA progress is reviewed on a regular basis. • Methods to protect and manage confirmed sites containing significant ecological values are negotiated and partnerships agreements entered into as appropriate. • The Significant Natural Areas are affectively managed and monitored.
<p>2 Financial</p> <ul style="list-style-type: none"> • To investigate opportunities for financial and other appropriate assistance, such as fee exemptions, rates reductions, applications for funding, covenants, allocation of financial contributions funds for protection etc. 	<ul style="list-style-type: none"> • The appropriate mechanism to protect and manage individual sites is negotiated and ongoing assistance is provided by obtaining necessary financial and other appropriate assistance.
<p>3 Public Awareness</p> <ul style="list-style-type: none"> • To increase public awareness of the potential adverse effects on Significant Natural Areas that may arise from human activities, plant and animal pests and speak at conferences, meetings etc where appropriate. • To support community initiatives by considering and promoting incentives such as community awards. 	<ul style="list-style-type: none"> • Awareness of the wider community is raised in terms of SNA & biodiversity and outcomes of the programme. • Community incentives are recognised, supported and encouraged in order to promote protection of areas containing significant ecological areas.
<p>4 Reporting</p> <ul style="list-style-type: none"> • To report regularly to the District Planner on matters relating to biodiversity issues, resolutions, projects and progress. 	<ul style="list-style-type: none"> • Attend and contribute positively to staff meetings
<p>5 Liaison Group</p> <ul style="list-style-type: none"> • To attend meetings with the Steering Group as required. 	<ul style="list-style-type: none"> • Attend and contribute positively to meetings
<p>6 Issues and Development</p> <ul style="list-style-type: none"> • To remain aware of biodiversity issues and developments occurring throughout New Zealand and upcoming training opportunities. To pass on up to date information to the relevant parties, in the appropriate manner, as it becomes available. 	<ul style="list-style-type: none"> • That new developments in biodiversity are kept abreast of and others are made aware.

Note

The above performance standards are provided as a guide only. The precise performance measures for this position will need further discussion between the jobholder and manager as part of the performance management process.

Person Specification:

Knowledge/Experience

- Familiarity with the rural environment, farming lifestyles and personalities.
- Knowledge of indigenous ecosystems and their management.
- Knowledge of the Resource Management Act 1991 / Reserves Act / Regional Policy Statement / Proposed Wairarapa Combined District Plan / NZ Biodiversity Strategy 2000.
- An understanding of the legal protection options available.
- Computer skills

Key Job Competencies

- Willingness to learn and adapt to new and challenging situations/tasks.
- Organisation skills, able to work to time frames and complete tasks or projects, while paying attention to detail.
- Developed and effective communication skills both written and oral
- The ability to work independently or in a team environment.
- A commitment to the principles of the Treaty of Waitangi.
- Good listening skill and the ability to solve problems
- Able to deliver services/information to clients in a friendly and diplomatic manner.
- Able to deal sympathetically with private landowners.
- Willingness to work outside of 'normal' work hours and to liaise with private landowners in their time.
- Able to manage time effectively and handle tasks/matters concurrently
- Assist in the coordination and to attend meetings, work days, conferences etc as and when require.

Manager

Date

Position Holder

Date