

POSITION DESCRIPTION

JOB TITLE: Fish & Game Officer

RESPONSIBLE TO: Regional Manager

LOCATION: Based in the Buller region

PURPOSE OF POSITION:

To undertake duties relative to the functions and responsibilities of Fish & Game New Zealand, West Coast Region, so as to meet Fish and Game Council objectives and statutory obligations and ensure the efficient implementation of Council policy.

Responsible for the effective and efficient management of fish and game resources in the West Coast Region. To be carried out in accordance with annual budget and work plan.

POSITION OBJECTIVES:

- To monitor sports fish and game bird populations, their habitats, and trends in the ecosystem.
- To monitor angler and hunter harvest, and satisfaction.
- To promote angling and hunting to licence holders and the wider community and appropriate ethical standards by anglers and hunters.
- To protect and enhance sports fish and game bird habitats.
- To enforce laws affecting sports fish and game bird resources.
- To monitor development proposals and resource consent applications likely to impact on sports fish and game bird resources and anglers and hunters, and to represent the Council's interests in the statutory planning process.

KEY TASKS:

- Report to the Manager on technical and field issues affecting or likely to affect sports fish and game bird resources or the interests of anglers and hunters within the region.
- Liaise with anglers and hunters, angling and hunting clubs, service groups, schools and youth groups, landowners, land managers, natural resource managers, and honorary fish and game rangers.
- Promote angling and hunting to licence holders and the community at large through various media, including newsletters, print media, radio or television, market analysis, working with licence vendors and sporting goods retailers.

- Monitor and respond as required to resource consent applications, mineral licence applications, resource management planning procedures, conservation management planning procedures and other publicly notified matters liable to affect sports fish and game bird resources and/or the interests of anglers and hunters.
- Contribute to both internal and external planning procedures, including preparation and presentation of submissions and evidence in the planning process and the preparation of sports fish and game management plans.
- Detect and investigate offences, prepare offence reports and recommendations, and give evidence in court as part of the Council's compliance and law enforcement responsibilities.
- Effectively manage and lead Fish & Game West Coast's honorary ranger program.
- Undertake and manage projects in the annual operational work plan for the Council as directed.
- Undertake other duties on behalf of the Council as directed by the Manager.

PERFORMANCE OBJECTIVES:

The duties of the position are being carried out to a satisfactory standard when:

- Problems and potential problems are identified and timely advice and/or adequate corrective actions are taken and/or reported to the Manager.
- Development trends which could affect the areas of responsibility are monitored and reported to the Manager in a timely manner.
- Projects are completed according to the timetable and within the budget.
- Regular contact is maintained with anglers/hunters, honorary Fish & Game rangers, landowners and natural resource managers in the interests of the Council.
- Internal reports are completed according to timetables.
- External reports and submissions are completed according to timetable and to a satisfactory standard as determined by the Manager.
- A professional attitude is displayed when appearing on behalf of the Council or when dealing with anglers and hunters, members of the public, councilors, landowners, natural resource managers, and fellow professional staff.

PERSONAL SPECIFICATIONS:

- Relevant experience and/or qualifications in sports fish and game bird management, natural resource management, or related fields.
- Proven communication skills, including the use of computers, and the ability to relate easily and well to a diverse range of people.
- The ability to work easily and well with professionals in the same or other disciplines and to work as part of a team.
- Maturity in outlook in judgement. Able to take initiative and to work without close supervision.
- Good health and reasonable fitness which allow the appointee to undertake a wide range of field work often under arduous conditions.
- Good character. Able to display a good public image.
- A sound working knowledge of relevant legislation and internal and external policies which affect Fish & Game.
- The ability to plan and schedule workloads and to produce results according to timetable.
- The ability to display professional attitude when dealing with the public, councilors, other staff, anglers and hunters.

PRINCIPAL WORKING RELATIONSHIPS:

Manager

To report significant items, provide advice and receive direction.

Council

To advise and provide information.

Other Agencies / individuals

Regulatory authority staff.

Officials of NZ Fish & Game Council and Regional Fish and Game Councils.

Community groups and schools.

Licence holders (clients).

General Public.

Legal advisors.

Landowners