

SCHEDULE A

NORTHLAND FISH AND GAME COUNCIL

JOB DESCRIPTION

JOB TITLE: FISH & GAME FIELD OFFICER

**REPORTING TO: THE MANAGER,
NORTHLAND FISH & GAME COUNCIL**

LOCATION: WHANGAREI

1.0 PURPOSE

To undertake work and projects to implement the Annual Operational Work Plan of the Northland Fish & Game Council.

2.0 DIMENSIONS

The Field Officer is responsible for undertaking fish and game management in the Northland Fish & Game Region. The Field Officer is expected to carry out his work with minimal supervision and will be required to manage projects on a region wide basis as delegated by the Manager. The amount of effort put into any work area is determined by the Council's Annual Operational Work Plan.

The Field Officer is employed by and directly accountable to the Manager. The Manager is employed by the Northland Fish & Game Council.

3.0 SCHEDULE OF DUTIES

3.1 Species Management

The Officer is responsible for monitoring sports fish and game bird populations as defined in the Council's Annual Work Plan.

Key Tasks

1. Carry out surveys of sports fish and game bird to monitor populations
2. Participate in formulating recommendations for fish and game season conditions

3. Undertake and/or co-ordinate crop or other damage mitigation measures caused by game birds

3.2 Habitat Protection and Enhancement

The Officer will undertake programmes defined in the Council's Annual Operational Work Plan to protect and enhance the quality and quantity of sports fish and game bird habitat.

Key Tasks

1. Undertake and report on surveys of fish and game habitats.
2. Supervise, assist and help to maintain habitat enhancement programmes for Council on Council managed habitats.
3. Encourage protection and enhancement of privately owned habitats
4. Assist in the provision of habitat protection advocacy through Resource Management Act processes

3.3 Access and Client service

The Field Officer will gather, prepare and provide information on hunting and fishing access and opportunities as defined in the Council's Annual Operational Work Plans.

Key Tasks

1. Carry out surveys of licence holder success rates, satisfaction, motivations and opinions.
2. Assess and negotiate access for anglers and hunters and implement any strategies or promotions as directed.

3.4 Law Enforcement

The Field Officer will be responsible for ensuring a law enforcement presence as defined by the Council's Annual Work Plan and as delegated by the Manager.

Key Tasks

1. Co-ordinate and undertake law enforcement at key times of the fish and game seasons

2. Conduct recruitment, training and direction of warranted honorary rangers in Northland.

3.5 Public Awareness

The Officer will be responsible for coordinating and delivering Council's Public Awareness programme and publications as defined in Council's Annual Plans.

Key Tasks

1. Prepare newsletters, magazine articles, brochures and other communications to licence holders.
2. Co-ordinate and undertake Council's activities as required by its Public Awareness strategy

3.6 Other

The Field Officer will assist other staff in Species Assessment, Habitat Enhancement, Client Service, and other activities as provided in the Northland Fish & Game Annual Operational Work Plan and as delegated from time to time by the Manager.

4.0 RELATIONSHIPS

- 4.1 The Officer will advise, assist and take direction from the Manager.
- 4.2 The Officer will assist and co-operate with all other Fish & Game staff.
- 4.3 The Officer will advise and assist the Council.
- 4.4 The Officer will provide courteous advice and assistance as may be required by licence holders.
- 4.5 The Officer will relate competently and professionally to all representatives of Government Departments, Iwi, Local Authorities, news media and other external organisations and individuals.

5.0 AMENDMENTS

This Job Description is prepared on the basis of duties as of 12 November 2018. It may be changed by agreement between the Officer and the Manager.

NORTHLAND FISH AND GAME COUNCIL

PERSON SPECIFICATION FOR FISH & GAME FIELD OFFICER

The successful candidate for this vacancy will probably have most of the following attributes.

1. A tertiary qualification in Natural Resource Management is desirable.
2. Be passionate about working towards maintaining and improving freshwater environments including wetlands.
3. An interest in fishing, hunting, and the outdoors
4. A clean driver's licence
5. Be able to work and use agrichemicals in a safe manner and preferably hold a Grow safe certificate or an equivalent.
6. Competent in using chainsaws and outdoor light machinery
7. Have an understanding of agriculture and forestry land use.
8. Able to use basic workshop tools to make repairs to plant and equipment
9. Have no criminal record
10. Hold a firearms licence.
11. Proficient in using a computer -Word, Excel, and Outlook
12. Must be reliable, punctual and organised
13. Must work well within a small dedicated team
14. The initiative to work productively under limited supervision, on several projects at once, over a wide geographic area
15. Confident and proficient in English
16. A "can do" attitude and the ability to confidently relate to anglers and hunters, while understanding their aspirations