

## Otago Fish & Game Council - Job Description – Schedule 1

<b>Title:</b>	<b>Fish &amp; Game Officer</b>
<b>Based in:</b>	Dunedin
<b>Area of work:</b>	Otago Fish and Game Region
<b>Purpose:</b>	To lead the Councils marketing, communications and stakeholder engagement activities as determined by the Councils Operational Workplan
<b>Responsible to:</b>	The Chief Executive
<b>Responsible for:</b>	Occasional direction of temporary staff and contractors.
<b>External Relationships:</b>	Government Departments, Regional and District Councils, State Owned Enterprises, industry, community groups, licence holder interest groups, the media and the general public.

### Tasks and Responsibilities

Key Tasks	Duties
<b>Internal and external communications</b>	<ul style="list-style-type: none"> <li>• Coordinates licence holder publications including print, web and social media channels</li> <li>• Attends interest group meetings to provide information and responds to queries on Fish and Game issues.</li> <li>• Generates and conducts licence holder surveys where required</li> <li>• Develops communication strategies for current and rising issues.</li> <li>• Responds to enquiries from licence holders and the general public</li> </ul>
<b>Marketing</b>	<ul style="list-style-type: none"> <li>• Develops and implements the Councils Recruitment, Retention and Reactivation (R3) Strategy.</li> <li>• Generates advertising material for print media and events</li> <li>• Creates opportunities to promote sportsfishing and gamebird hunting to the broader community</li> </ul>
<b>Media and Advocacy</b>	<ul style="list-style-type: none"> <li>• Writes and distributes media releases on Fish &amp; Game matters</li> <li>• Generates positive media publicity by maintaining strong relationships with local media</li> <li>• Contributes to the ongoing working relationship between the Council and the University of Otago</li> <li>• Maintains professional working relationships with other agencies and individuals including ORC, DOC, District Councils, Ngai Tahu, consultants and land holders.</li> </ul>

<b>Monitoring species, habitat, access</b>	<ul style="list-style-type: none"> <li>• Participates in wildlife monitoring and research where required.</li> <li>• Takes action on issues impacting on fish and game habitat or access and reports to CE in a timely manner.</li> <li>• Identifies gaps in public access to waterways and facilitates an enduring solution for anglers and hunters.</li> </ul>
<b>Compliance</b>	<ul style="list-style-type: none"> <li>• Assists, at key times of the Fishing and Game Seasons, with general compliance and law enforcement activities.</li> <li>• Detects and investigates fish and gamebird non-compliance activity and prepares offence reports.</li> </ul>
<b>Supports management activities</b>	<ul style="list-style-type: none"> <li>• Assists with licencing and agent liaison.</li> <li>• Contributes to the administrative functions of the Council including minute taking at bi monthly meetings</li> </ul>
<b>Planning and reporting</b>	<ul style="list-style-type: none"> <li>• Writes reports for the Council on projects and contributes to other staff members reports.</li> <li>• Assists with the generation of the Operational Workplan and contributes fully to annual reporting.</li> </ul>
<b>Contributes to the morale of the organisation</b>	<ul style="list-style-type: none"> <li>• Positive and professional work attitude is displayed at all times and a contribution is made to the team environment.</li> <li>• Loyalty to the Council, Chief Executive and other staff is maintained.</li> <li>• Internal policy, procedures, rules and guidelines, especially Health &amp; Safety guidelines are complied with.</li> <li>• At the direction of the CE, undertakes such other duties as required to meet the objectives of the Council.</li> </ul>

## Limitations

<b>Financial</b>	<ul style="list-style-type: none"> <li>• Unbudgeted expenditure greater than \$50.00 requires CE approval.</li> <li>• Budgeted expenditure over \$3000.00 requires CE signoff.</li> </ul>
<b>Operational</b>	<ul style="list-style-type: none"> <li>• Media releases on contentious items require the approval of the CE</li> <li>• Project work outside the approved OWP requires approval of CE</li> <li>• All work must comply with the Health and Safety policy</li> </ul>
<b>Other</b>	<ul style="list-style-type: none"> <li>• An activity undertaken outside of the documented staff rules and policy requires the approval of the CE</li> </ul>

## **Person Specification**

Abilities: Clear written and confident verbal communication. Motivated, with an ability to work unsupervised. Proficiency with online communication tools (website and social media) would also be useful.

Knowledge: Good knowledge of relevant legislation, fish and gamebirds and their habitats and their harvesting.

Qualifications: A relevant tertiary qualification is highly desirable (but not essential) especially in marketing, journalism or science communication.

Experience: Deep understanding or regular involvement in outdoor recreation (and obviously gamebird hunting and angling) would be highly desirable. Experience in environmental or outdoor recreation based advocacy would also be helpful.

Other: A clean current driver licence essential and preferably holds a First Aid Certificate. Ongoing training will be provided as necessary.

## **Salary Package**

- \$60,000 – \$75,000 depending on experience and qualifications.
- 3% employer contribution to Kiwisaver
- Range of additional benefits to be negotiated and described in separate schedule