

# North Canterbury Fish & Game Council - Job Description – Schedule

- Title:** Fish & Game Officer - Ecologist
- Based in:** Christchurch
- Area of work:** North Canterbury Fish and Game Region
- Purpose:**
1. To lead the Councils species and habitat research and monitoring programmes as determined by the Councils operational workplan.
  2. Deliver ecological advice and prepare and present ecological evidence on planning and policy matters, under the guidance of the Environmental Officer.
- Responsible to:** The Chief Executive
- Responsible for:** Occasional direction of temporary staff and contractors.
- External Relationships:** Government Departments, Regional and District Councils, Universities and other research providers, industry, community groups, licence holder interest groups, the media and the general public.

## 1

### Tasks and Responsibilities

Key Tasks	Duties
<b>Monitoring species, habitat, and users</b>	<ul style="list-style-type: none"><li>• Undertakes monitoring of fish and gamebirds and their habitat and records relevant information.</li><li>• Coordinates and/or conducts angler and hunter surveys where required.</li><li>• Instigates research where required and reports results back to the Council</li><li>• Takes action on issues impacting on fish and game species or habitat and reports to CE in a timely manner.</li><li>• Under the guidance of the Environmental Officer, prepares and presents ecological evidence on behalf of the Council at hearings for policy and planning matters</li></ul>

<b>Advocacy</b>	<ul style="list-style-type: none"> <li>• Contributes to licence holder and interest group publications including print, web and via social media channels.</li> <li>• Attends interest group meetings, including landowner catchment groups, to provide information and responds to queries on Fish and Game issues.</li> <li>• Undertakes public awareness and educational activities as specified in the work plan.</li> <li>• Maintains professional working relationships with other agencies and individuals including ECan, DOC, Ngai Tahu, University of Canterbury, consultants and land holders.</li> <li>• Supports the Environmental Officer and the CE by providing ecological advice where required.</li> </ul>
<b>Compliance</b>	<ul style="list-style-type: none"> <li>• Maintains a sound working knowledge of relevant legislation including the Conservation and Wildlife Acts.</li> <li>• Assists, at key times of the sportfishing and gamebird Seasons, with general compliance and law enforcement activities.</li> </ul>
<b>Supports management activities within the region.</b>	<ul style="list-style-type: none"> <li>• Manages wetland reserves and covenants which are owned or managed by the Council.</li> <li>• Contributes to the administrative functions of the Council</li> <li>• At the direction of the CE undertakes such other duties as required to meet the objectives of the Council.</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>• Takes an active role in long term planning for resource and species monitoring and contributes to workplan development and contributes fully to annual reporting.</li> </ul>
<b>Contributes to the morale and profile of the organisation.</b>	<ul style="list-style-type: none"> <li>• Positive and professional work attitude is always displayed 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 Occupational Safety and Health policy are complied with.</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.

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

Qualifications: A relevant tertiary qualification is highly desirable, especially in biological sciences.

Experience: Good level of practical experience would be helpful. Experience in environmental advocacy would also be helpful.

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

## Salary Package

- \$65,000 – \$85,000, depending on experience and qualifications.
- 3% employer contribution to Kiwisaver
- Full range of benefits to be negotiated and described in separate schedule