

HAWKE'S BAY FISH AND GAME COUNCIL

JOB DESCRIPTION

Job Title:	Regional Manager
Location:	Napier, Hawke's Bay
Reporting To:	The Chairman Hawke's Bay Fish & Game Council

1.0 PURPOSE OF POSITION

To manage the physical and financial resources of the Hawke's Bay Fish & Game Council to ensure its objectives are met.

2.0 SCOPE

The Regional Manager will oversee and/or direct or co-ordinate the planning, organisation and control of all Council activities approved in its annual operational work plan and budget. He or she will be responsible for at least two permanent staff, and from time to time, casual workers engaged to assist with particular projects. Up to 50% of the manager's time will be devoted to these management tasks while the remainder of his or her time (50-60%) will be directly involved in the implementation of projects. The job has considerable depth due to the wide range of management, financial, public relations, technical and field skills it demands.

The Council has a gross budget of approximately \$400,000 per annum.

3.0 OVERVIEW OF DUTIES

3.1 General

The Regional Manager will be responsible for the provision of the services and support Council requires to undertake its statutory functions and responsibilities as prescribed in the Conservation Act 1987 and other legislation.

Key Tasks

1. Administer the Council's workload efficiently and effectively, including issuing of sports fish and game licences and ensuring all administrative requirements are attended to.
2. Provision of agendas for Council meetings, including progress reports on operational work plan projects, and income and expenditure versus budgets.

3. Preparation of Council meeting minutes.
4. Preparation of an annual performance report, end of year reporting and financial statement for external auditing. Management of the audit process and presentation of the annual report to the annual public meeting required by statute.
5. Ensuring compliance with all local, regional and central government legal requirements.

3.2 Planning

The Regional Manager will be responsible for ensuring the Council's planning functions are carried out effectively and efficiently.

Key Tasks

1. Preparation of the Council's annual operational work plan including objectives and desired outcomes, ongoing and new projects, budgets, capital items and performance measures.

3.3 Staff Management

The Regional Manager will be responsible for the recruitment, management, direction and performance of staff.

Key Tasks

1. Recruitment and contracting of staff as required, monitoring and annual review of performance (and remuneration), revision of personnel policies for approval by Council as required and implementation of these policies.
2. Review of training and personal development needs of staff, and budgeting for implementation of key items.
3. Assigning work with clear reporting criteria, and ensuring such work is completed on time and within budget.

3.4 Advocacy and Public Relations

The Regional Manager is responsible for co-ordinating and/or implementing the Council's advocacy and public relations programmes. He or she is expected to develop and maintain a high profile for Fish & Game with both licence holders and the public.

Key Tasks

1. Build positive relationships with partner groups, iwi, organisations and agencies.
2. Enhance communications with licence holders, including promoting regional angling and hunting opportunities, providing advice and information, and improving awareness of Council policy and operations via social media, newsletter and magazine articles, and visits to clubs.
3. Represent Council by participating in interagency initiatives, building effective networks at national and regional levels, and giving presentations in public settings.
4. Enhance public awareness of Fish & Game and the role it plays in environment protection.
5. Develop and implement strategies for increasing fish and game licence sales.
6. Foster and maintain a good working relationship with the media through the development of a proactive communications programme.

3.5 Operational Projects

Approximately 50% of the Regional Manager's time will involve the design and implementation of field projects and programmes provided for in Council's annual Operational Work Plans.

Key Tasks

1. Assess and monitor sports fish and/or game bird populations, habitats, and ecosystem trends.
2. Assess and monitor angler and/or hunter harvest and satisfaction.
3. Enhance and/or manage sports fish and game bird populations and habitats.
4. Prepare submissions to, and engage in statutory planning and consenting processes.
5. Maintain and improve access to sports fish and game bird resources.
6. Achieve a high level of compliance with regulations pertaining to sports fish and game via education and public awareness initiatives, and the implementation of an effective law enforcement programme.

4.0 RELATIONSHIPS

Internal: The Chairman and Councillors of the Hawke's Bay Fish & Game Council and staff.

External: Includes other Fish & Game staff (national and regional), licence holders, government departments, local and regional authorities, NGOs, landowners/managers, iwi, schools, researchers, the media, and general public.

5.0 CORE COMPETENCIES

The successful applicant must have a degree in one of the natural or environmental sciences and at least 10 years relevant experience. A good working knowledge of the Hawke's Bay region would be desirable.

5.1 Knowledge and Experience

- Working knowledge of the Conservation, Wildlife, Resource Management and Health and Safety in the Workplace Acts.
- Experience in staff management and recruitment.
- Experience with media and public relations.
- Public speaking experience.
- Experience in environmental advocacy.
- Understands the principles of governance by an elected council.

5.2 Personal Specifications

- Technical know-how and hands on experience in sports fish and game bird management and/or management of comparable species and habitats.
- An understanding of the regional issues facing recreational angling and hunting.
- Proven communication skills both written and verbal, and the ability to relate easily and well to a diverse range of people.
- Well-developed negotiation skills and the ability to advocate the Council's viewpoint without antagonising others.
- High personal standards including honesty and integrity, commitment and dedication, and a professional approach to all matters.

- The ability to lead, motivate and work as part of a Fish & Game team.
- The ability to think strategically, and to plan and implement work programmes and deliver quality outcomes on time and within budget.
- The ability to work collaboratively and productively with professionals in the same or other disciplines.
- Good health and reasonable fitness, and able to safely and efficiently undertake a wide range of field work under what at times can be arduous conditions.
- Demonstrable interest in, and enthusiasm for angling and/or hunting as recreational activities, and the natural environments sports fish and game birds occupy in the Hawke's Bay.