



Position Description Operations Manager October 2025

TITLE OF POSITION	Operations Manager
HOURS	Part-time contract role, approx. 15-20 hours per week
REPORTS TO	Chairperson of the Trust
DIRECT REPORTS	Committees and other key volunteers
PURPOSE OF THE ROLE	
To support key volunteers with administration, preparation and organisation of volunteer activities in the operational work required for our 1200 hectares of forest on behalf of the Ōtanewainuku Kiwi Trust and to assist the Trust to promote the values of conservation work and engagement with the community to support our projects.	
RELATIONSHIPS	
Internal – All volunteers, volunteer coordinator, operations committee, contractors and Board members. External - Councils, Department of Conservation, Iwi groups, funders, schools and any other organisations necessary to the delivery of our programmes.	

About Ōtanewainuku Kiwi Trust	
Our Vision	Ka ora te ngahere, ka ora te tangata. When the forest flourishes, the people flourish.
Our Mission	To protect and restore the indigenous ecosystem and biodiversity of the Ōtanewainuku forest by collaborating with our local community and stakeholders to: <ul style="list-style-type: none"> • Enhance integrated pest animal management practices. • Restore thriving populations of indigenous manu (birds) to Ōtanewainuku; and • Strengthen the legal status for the Ōtanewainuku Conservation Area (“OCA”),
Our Values	Our values provide the foundation for further growth and success. We aim to keep our values at the forefront in what we do and in our relationships. Our values promote a culture of kaitiakitanga (guardianship, care and protection), whakaoranga, (reviving the health) and bring together the many aspirations that are part of the tangata (people) both Māori and Tauīwi, old and young, who are our diverse stakeholders. Our values are: OKT as Kaimahi Ngahere (Caretakers of the Forest) We embrace Ōtanewainuku as a true taonga. We acknowledge the preceding generations who protected the forest in their time. Our role, alongside others, is to care for the mauri (life force) in and around Ōtanewainuku so that it will flourish for future generations by restoring the relationship between people and other living creatures – the ngāi tipu (flora) and ngāi kīrehe (fauna) of the Ōtanewainuku forest.

	<p>He Tangata me Whakawhanaungatanga (People & Relationships) We are focused on maintaining and building relationships between people and the ngahere. We value mutual respect, trust and generosity of spirit to ensure we care for our volunteers, community and stakeholders. We value all contributions equally. We value diversity and know it strengthens our teams. We respect our differences as strengths and look to build unity and togetherness to achieve a shared vision</p> <p>Excellence We believe that a rigorous focus on delivering to high standards, with strong accountability, is a cornerstone of Ōtanewainuku Kiwi Trust's success to date and a proud pillar of our reputation.</p>
Strategic Priorities 2025-2033	<ul style="list-style-type: none"> • Protect the Ecosystem and Restore Biodiversity to the Ōtanewainuku Conservation Area • Promote and Develop Collaboration with Iwi • Strengthen Engagement with Key Stakeholders • Develop Excellence in Governance and Management of the Trust • Secure Long-term Sustainable Funding • Recruit, Train and Support our Valued Volunteers • Collaborate with Other Conservation Organisations and Projects

DESIRABLE PERSONAL QUALITIES
<ul style="list-style-type: none"> • Warm, positive, people orientated. • Excellent oral and written communication skills – ability to communicate one on one and with groups. • Leadership qualities – acts professionally, self-starter, risk assessor, good listener • Share the Trusts values and continually demonstrate enthusiasm for the Trusts purpose that inspires others to remain focused and determined to achieve. • Be competent in developing processes, have sound decision making skills and have open and honest communication.
EXPERIENCE AND / OR QUALIFICATIONS
<ul style="list-style-type: none"> • A tertiary qualification in Environmental Science or a related field is desirable but not essential. • Good practical technical skills relating to ecological management including pest plant and animal control practices. • Project Management experience. • Contractor and volunteer management experience and skills. • Sound knowledge of and experience with developing and implementing volunteer programmes • Highly computer literate. • Good time management skills and ability to multitask. • Physically fit to meet the requirements of the job. • Current full drivers licence.

KEY RESPONSIBILITIES	ACTIVITIES
<p>Support – Volunteer Operational Team Leaders Provide administration and other support to the Operational Team Leaders to ensure scheduling, delivery and reporting activities within the project area complies with the Operations Work Plan, and is well coordinated between committees, contractors and other individuals and groups.</p> <p>Provide support to the Kokako and Kiwi teams to ensure that ongoing operational maintenance and pest animal and plant control is carried out as per their annual work plans.</p> <p>Have a good understanding of all permits required for our operations, monitor their implementation and manage the process for renewals.</p> <p>Ensure all operational activities are in place to meet the strategic objectives of the Trust.</p> <p>All operational activities undertaken follow best practice as advised by DOC and other agencies from time to time.</p> <p>Lead the development of an operational workforce plan for the Trust that provides information to help with future planning.</p>	<p>Attend all monthly operational committee meetings and any other volunteer group meetings and</p> <ul style="list-style-type: none"> • Provide a written operational report outlining any work undertaken to keep all members up to date. • Identify and provide support to and organise any activities coming up in the next two months as per their operational work plans. • Schedule and organise the baiting and maintaining traps, any line maintenance, pest animal monitoring and pest plant control and complete a report upon completion. • Provide support to the relevant people with the preparation of permit renewals to ensure they are submitted by the due date. • Ensure all volunteers and relevant people are aware of the permit requirements and comply with them. • Review and refine the existing animal control programme in conjunction with the Trust, Operational Committees, contractors, Iwi, and the Department of Conservation. • Keep up to date on research, best practice, and legislative changes. • Provide all Operational Team Leaders with any relevant and up to date information so this can be passed onto all volunteers. <p>Collect information from each team to develop a plan that identifies:</p> <ul style="list-style-type: none"> • The workforce required both paid and volunteers that are needed to carry out the objectives of the Trust. • Training and Development requirements and their frequency.
<p>Contractor Management Ensure that all volunteers and contractors including hunters and tree management organisations are DOC certified.</p> <p>All operational activities undertaken follow best practice as advised by DOC and other agencies from time to time.</p>	<ul style="list-style-type: none"> • Maintain a database of contractors and volunteers and evidence of DOC certification. • Provide all contractors with the relevant and up to date information regarding changes to best practice so this can be passed onto all volunteers.

<p>Manage all contractor relationships and work undertaken.</p>	<ul style="list-style-type: none"> • Monitor and accurately record any work undertaken • Process monthly claims and invoices • Hold face-to-face meetings with the contractor as required. • Provide all contractors with the relevant OKT Health and Safety Plan. • Request any JSA for specific work being completed i.e., Tree felling, pest control etc.
<p>Reporting Requirements Keep the Trust up to date with operational activities on a regular basis.</p>	<p>In addition to the regular reporting to the committees:</p> <ul style="list-style-type: none"> • Complete a monthly report for the Trust -Board that outlines all work undertaken in this role. • Meet with the Chair of the Trust on a regular basis to discuss progress and work through any challenges • Attend 1 x Strategic Trust Meeting and 2 x Operational Meetings per year.
<p>Relationship Management Maintain connections with other conservation groups across New Zealand with the view of sharing information and adopting new practices that would benefit the Trust.</p> <p>Collaborate with local tertiary institutes for projects as required.</p>	<ul style="list-style-type: none"> • Connect with local conservation groups and arrange meetings as required. • Connect with Waikato University, Toi Ohomai etc to identify any collaborative projects that could be undertaken by students to benefit the Trust i.e., use of eDNA analysis tools.
<p>Strategic Projects Be an active member of the Trust for any strategic projects identified.</p>	<ul style="list-style-type: none"> • As advised by the Chair.
<p>Health and Safety Responsible for complying with health and safety policies and procedures.</p> <p>Work with the Trust to ensure volunteers, contractors and visitors comply with the Health and Safety Management Plan</p>	<ul style="list-style-type: none"> • Responsible for your own health and safety while at work and ensuring that your actions do not put others at risk. All policies and processes must be followed. • Ensure everyone involved in the activities of the Trust are aware of the relevant health and safety policies and processes. • Review of the Health and Safety Management Plan annually or make amendments as required due to legislation changes or because of an incident review.

This job Description is not an exhaustive list of requirements; the contractor will be required to perform tasks assigned to them that are not explicitly in this document

<p>Signed:</p>	<p>I understand and accept the requirements of the position described above.</p>
<p>Date</p>	<p>Print Name:</p>