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| ***POSITION DESCRIPTION*** | |
| **POSITION TITLE** | Summer Te Kinga Field Operator |
| **DEPARTMENT** | Council Business Unit (VCS) |
| **GROUP** | Vector Control Services |
| **REPORTS TO:** | Predator Free Te Kinga Project Lead |
| **DIRECT REPORTS** | nil |
| **POSITION PURPOSE**  To work effectively and efficiently within the Predator Free Te Kinga field team, assisting to deliver the annual work programme within the allotted timeframe and to the required standard.  **About Predator Free Te Kinga**  Predator Free Te Kinga is a small unit operating with the Vector Control Services Business Unit of the West Coast Regional Council. Our primary aim is to remove possums and reduce other predators from the area of Mt Te Kinga and surrounding farmlands. | |
| **DATE OF REVIEW** | August 2024 |
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| ***KEY RELATIONSHIPS*** | | | |
| **EXTERNAL** | | **INTERNAL** | **COMMITTEE/GROUPS** |
| * Farmers, Residents and the General Public * Predator Free 2050 Ltd. * Local Authorities * Contractors * Industry Peers | | * Chief Executive * Director of Operations * Operations Manager * Project Lead * Operations Coordinator * Health and Safety Officer * Business Support Officer * Elected Members * All other staff | * Standing Committees of Council |
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| ***FINANCIAL RESPONSIBILITIES*** | | | |
| Controls a budget Y / **N**  Maximum that may spent without reference to manager **($) nil**  Jobholder can spend unbudgeted capital Y / **N**. Amount ($)  Jobholder is responsible for committing the organisation to long term contracts Y / **N** | | | |
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| ***KEY ACCOUNTABILITIES*** | | | |
| KEY RESULT AREAS | EXPECTED OUTCOMES/PERFORMANCE INDICATORS | | |
| **Values** | At all times ensuring Council values are reflected in behaviours and professional delivery of role. | | |
| **Delivery of the Project Technical Workplan on time, efficiently and effectively** | * Communicate effectively with the Team while in the Field. * Install, maintain, and service trapping and other project infrastructure * Undertake internal reporting accurately * Field communications equipment is kept charged and operational while in the field. Comms are maintained with team members and office staff as required. * Traps and other infrastructure are installed, maintained and serviced to the required standard * Internal reporting is undertaken to the required standard | | |
| **Assist with the Aerial Control programme when required** | * Foster professional relationships with Landowners and Stakeholders * Install, maintain, and remove public information and warning signs * Undertake road, cycleway, and walking track clearance * Assist with operational delivery of aerial contracts * Landowner interactions are undertaken in a professional manner * Signage is installed accurately and in line with consent conditions | | |
| **Actively engage in keeping up to date with best practice and new technologies.** | * Contribute to team discussions * The Te Kinga team will have the full suite of pest control options available in any situation. * Methodologies to improve work efficiency will be identified and implemented. | | |
| **Other Duties** | * Performing other reasonable duties as may be required. | | |
| **Relationship Management** | * Develop and maintain a positive and effective working relationship with all staff members, landowners, and the community * Business is conducted in a way that ensures that the good reputation of Predator Free Te Kinga and the West Coast Regional Council is protected * The Predator Free Te Kinga team fosters a positive ‘can do’ team culture * Managers and leaders are fully informed of significant issues and enabled to take action as required | | |
| **Health, Safety and Wellbeing** | * Leads and ensures adherence to all legislation along with Council safety plans, policies and procedures including using personal protective and safety equipment supplied. * Ensures safe working conditions when carrying out tasks and develops safe working practices. * Reports all incidents and near miss events. * Ensures familiarity with emergency procedures both on and off site. * Communicates Health and Safety issues or concerns either with direct Team Leader / Manager or a Health and Safety Representative / Committee Member. | | |

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| ***PERSON SPECIFICATION*** | | |
| **QUALIFICATIONS**  *(or equivalent level of learning)* | **Essential** | **Desirable** (for recruitment purposes only) |
| * First Aid Certificate. * Bush Experience. * Controlled substance Licence or the ability to acquire one is an advantage * Current full New Zealand driver’s licence with a clean driving record. Ability to drive manual transmission vehicles is an advantage. |  |
| **SKILLS/ATTRIBUTES/JOB SPECIFIC COMPETENCIES**  *(Typically, be expected for 100% fully effective in role)* | * A high level of physical fitness and be able to carry out physical work in rugged and remote outdoor environments in all weather conditions. * Ability to work away from home when required. * Ability to interact professionally with landowners. * Ability to work unsupervised as well as part of a team. * Ability to manage time and prioritise and organise workload | |

*To adapt to the evolving nature of our work environment, including technological advancements and statutory changes, it may be necessary to periodically review and update this job description. These updates can occur as part of the annual performance cycle's preparation or as needed. The manager of this position, in consultation with the position holder, may initiate these updates. This job description should be reviewed during the preparation phase of performance planning.*

Employee Name Date

Employee Job Title

Approved: Manager Name Date

Manager Job Title

