

<p>Services and Requirements The QEII National Trust Regional Representative- Coastal Otago</p>
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Section A

Description:	Regional Representative- Coastal Otago
Contract type	Independent contractor agreement for the provision of regional representative services
Parties to the Contract	An individual (or their company) and the QEII National Trust
Contract managed by:	Manager: Field Operations
Contract for Services Term	One to three years (renewable)-subject to annual review of services and specification of claimable hours for the delivery of services as contained in schedule 2 of the independent contractor agreement
Staff Management:	None- Unless authorised by QEII to sub-contract or oversee volunteer workers.
Delegated Authority:	In line with approved delegations. Manages own discretionary budget. Authorised to grant approval to landowners for some activities within covenants subject to policy and budget approvals and limits.
Location:	Independent contractor servicing the Coastal Otago region, operating out of home base/office preferably within 1 hr commute of Dunedin.
Purpose:	<p>Queen Elizabeth II National Trust is an independent statutory organisation and a registered charity. It was set up in 1977 to ‘encourage and promote, for the benefit of New Zealand, the provision, protection, preservation and enhancement of open space’.</p> <p>Open Space (as described in the Queen Elizabeth II National Trust Act 1977) means any area of land of body of water that serves to preserve or to facilitate the preservation of any landscape of aesthetic, cultural, recreational, scenic, scientific or social interest or value. Our core objective is therefore to secure long-term protection of natural and cultural features on private land with covenants and we partner with landowners to achieve this objective. We act as the perpetual trustee to ensure the covenant remains protected forever.</p> <p>Our strategy sees us collaborating with existing and newly established stakeholder networks, communities and landowners to increase the area of high value land under robust legal protection. We provide technical expertise to support our people and projects on covenants and across landscapes ensuring that protected values are enhanced.</p> <p>Regional Representatives are responsible for providing excellent frontline service in all activities contracted to them by QEII National Trust. These include regular and ongoing monitoring of registered covenants and assessing and preparing new covenant proposals for approval. Assigned tasks will include guiding potential covenantors through the covenanting process, ensuring approved covenants are fenced if required and registered as quickly as possible.</p>

	As a representative of the QEII National Trust, all Regional Representative services will reflect best practice and operate according to QEII National Trust policy and in a manner that will not bring the organisation into disrepute. Effective record keeping, management of associated administrative tasks and reporting as required shall be undertaken in a professional and timely manner.
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Section B

Position Authority	Regional Representatives are contracted as Independent Contractors and are not employees of QEII National Trust. Operating independently from their own home or office and working within a defined area, there are no set hours, only required annual outcomes under the contract as specified in a schedule of service requirements. The coastal Otago schedule requires up to a maximum of 1100hrs (currently) of regional representative services subject to change year on year.
Functional Relationships:	Internally Central Otago Rep and Southern hub group of reps Manager: Field Operations Chief Executive QEII Board Members HO staff All other Regional Representatives
	Externally Landowners: Covenantors and potential covenantors District and Regional Councils Department of Conservation Surveyors Solicitors Community groups (catchment groups, biodiversity groups, weed & pest control groups etc.) Service providers/suppliers (fencing and pest management contractors etc.) Iwi/ rūnanga/ mana whenua

Section C

Key Responsibilities and Specific Accountabilities

1.	Exercising Technical expertise in establishing New Covenants	
	Expected Results	
	(a)	Responding to all enquiries from landowners, the public, councils, overseas investment office and others around new covenant possibilities
	(b)	Assessing the open space values, landowner motivation, risks and benefits of potential sites for protection in a timely manner

	(c)	Submitting high quality covenant proposals in accordance with any requirements specified through Wellington HO regarding any covenant type, numbers or quality thresholds as may be in place from time-to-time
	(d)	Maintaining contact with all landowners of approved covenants to ensure ongoing progress towards registration is maintained and that registration is achieved in a timely manner.
	(e)	Completing all documentation required and keeping effective records of potential new covenant activity.
	(f)	Ensuring all required reporting around new covenants is delivered to QEII National Trust in a timely fashion.
	(g)	Responding to QEII National Trust office questions and requests for information around new covenants or new covenant proposals as quickly as possible.

2.	Engaging with Landowners	
	Expected Results	
	(a)	Ensuring an ongoing, constructive and functional relationship with the landowners of all registered covenants through maintaining regular contact.
	(b)	Undertaking proactive visits to registered covenants as necessary or as otherwise prescribed (i.e. to conduct monitoring of covenant values to confirm they are improving).
	(c)	Wherever possible ensure that landowners are visited /contacted at least every second year.
	(d)	Providing covenant owners with the encouragement and motivation needed to stay enthusiastic about their protected place.
	(e)	Developing strategies for covenant enhancement together with landowners to help guide stewardship activities.

3.	Exercising Technical Expertise in Covenant Management	
	Expected Results	
	(a)	Identifying potential covenant issues and areas of concern, e.g. fence condition, pest and weed problems and together with HO, formulate an appropriately prioritised plan with the aim of resolving the issues in a timely manner.
	(b)	Responding to landowner requests for information and advice.
	(c)	Liaising with HO staff on appropriate courses of action in cases of serious concern and/or non-compliance issues.
	(d)	Working with HO staff (legal and ecological) on landowner requests for covenant variations and consents.
	(e)	Participating in the contestable fund process by supporting landowners and staff administrating and evaluating Stephenson Fund grants and applications.
	(f)	Evaluating and recording the change in covenant values over time as per QEII requirements/ guidelines.

4.	Networking and Collaboration	
	Expected Results	
	(a)	Together with the Central Otago Rep, developing a stakeholder engagement plan that supports building a strong network of local council, DOC, iwi and other partners and potential partners so that QEII can maximise opportunities that assist in meeting its statutory obligations and can advance its strategic objectives.
	(b)	Developing a solid working relationship with the Otago Regional Council and Dunedin City Council.
	(c)	Supporting the Central Otago Regional Representative as needed in areas of overlapping interest and influence.

5.	Engaging with community	
	Expected Results	
	(a)	Seeking and resourcing opportunities for our wider QEII communities to get together.
	(b)	Encouraging and supporting initiatives that support covenantors in collaborating with and supporting one another.
	(c)	Seeking opportunities to support and be supported by internal QEII peer network ie through engaging in the regional hub network(s)

6.	Getting home Safe each day	
	Expected Results	
	(a)	At all times represent QEII in a manner that ensures the health and safety of self and others, operating under an approved (by QEII) Health and Safety Plan that meets all obligations under the HSWA 2015.
	(b)	Work with covenantors in a manner that does not compromise them in being able to meet their own health and safety obligations

7.	Other Responsibilities, Privacy and Confidentiality	
	Expected Results	
	(a)	Carrying out other activities or tasks as agreed with the Manager Operations.
	(b)	While undertaking the responsibilities outlined in the contract with QEII National Trust, the Independent Contractor must not bring QEII National Trust into disrepute through their actions or communications.
	(c)	Ensuring responsibilities are carried out in a timely and accurate manner and in accordance with any relevant QEII National Trust policy and/or operating procedures.
	(d)	If required to by HO, and if time permits, must support other reps with undertaking regional representative work .

(e)	Ensuring the confidentiality of QEII National Trust data is a requirement at all times. Any information or document with a client name or readily identifiable information should be kept confidential and not be seen by other parties or members of the public. The exception is information released by the client (in writing) and used for the purpose of promotion, or pursuant to the Official Information Act.
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Section D

Required Competencies

Competencies	Behaviours
Adhering to principles and values	<ul style="list-style-type: none"> • Demonstrates commitment to the organisation. • Listens, consults others and communicates proactively. • Does not over-promise and under deliver. • Is accountable for decisions and actions, taking into account their impact on others. • Develops self-insight (such as awareness of own strengths and weaknesses) and uses it to effectively manage working relationships. • Appreciates the unique contribution of others and values diversity. • Focuses on issues, not personalities. • Accepts advice from appropriate sources. • Trusts that others will do their best and do what they say they will. • Gives and receives feedback in a constructive and empowering way and maintains confidentiality.
Working with people	<ul style="list-style-type: none"> • Demonstrates an interest and understanding of others. • Adapts to the team and builds team spirit. • Supports and cares for others.
Writing and reporting	<ul style="list-style-type: none"> • Writes clearly, succinctly and correctly. • Avoids the unnecessary use of jargon or complicated language. • Writes in a well-structured and logical way. • Structures information to meet the needs and understanding of the intended audience.
Delivering results and meeting expectations	<ul style="list-style-type: none"> • Focuses on contracted outcomes and aims. • Works in a systematic, methodical and orderly way. • Continually reviews own performance, systems and processes to adapt and initiate improvements as required. • Consistently achieves project goals.
Analysis and problem solving	<ul style="list-style-type: none"> • Analyses data and all other sources of information thoroughly and logically. • Breaks information into component parts, patterns and relationships using a range of techniques to source and analyse information and issues. • Probes for further information or greater understanding of a problem. • Makes rational judgments from the available information and analysis.

	<ul style="list-style-type: none"> • Produces workable solutions to a range of problems which are innovative and creative. • Adapts to changing circumstances and logically examines new information.
Planning and organising, time management	<ul style="list-style-type: none"> • Sets clearly defined objectives and can work to deadlines and under pressure. • Plans activities and projects well in advance and takes account of possible changing circumstances and incomplete information. • Reviews processes and workflow to organise activities most efficiently making changes when required. • Manages time effectively concentrating effort on priorities and monitoring progress and effectiveness.
Relating and networking	<ul style="list-style-type: none"> • Establishes good relationships with individuals across business and social environments. • Builds wide and effective networks of contacts in diverse areas. • Relates well to people at all levels. • Manages conflict effectively and professionally.
Applying expertise and technology	<ul style="list-style-type: none"> • Applies specialist and detailed technical expertise (refer to Person Specification). • Develops knowledge and expertise through continual professional development. • Uses technology as appropriate to achieve work objectives. • Demonstrates an understanding of different functions within QEII.
Persuading and influencing	<ul style="list-style-type: none"> • Makes a strong and positive personal impression on others. • Promotes ideas on behalf of self and others.
Presenting and communicating information	<ul style="list-style-type: none"> • Communicates effectively. • Expresses opinions, information and key points of an argument clearly • Projects credibility.
Learning and researching	<ul style="list-style-type: none"> • Gathers comprehensive information to support decision making. • Demonstrates a rapid understanding of newly presented information. • Manages knowledge - collects, classifies and disseminates knowledge of use to the organisation.
Achieving personal work goals and objectives	<ul style="list-style-type: none"> • Accepts and tackles demanding goals with enthusiasm. • Works hard and puts in longer hours when necessary. • Identifies development strategies needed to achieve career goals and makes use of developmental or training opportunities. • Where appropriate seeks internal progression to roles of increased responsibility and influence.

Section E

Person Specification

Qualifications, Experience and other Requirements	Essential	Desirable
Excellent verbal and written communication skills, particularly in engaging a diverse set of stakeholders	Yes	
Be physically active and possess the necessary fitness and skills (e.g. 4x4 proficiency) to operate in isolated locations including but not limited to back country, wetlands and bush	Yes	
A sound political understanding of Otago's regional issues with an affinity for interacting with decision makers and influencers at all levels including at mayoral/councillor level	Yes	
A functional understanding of regional ecology/biodiversity matters	Yes	
Solid understanding of biosecurity threats facing the native flora and fauna of New Zealand and a commitment to best practice and operational protocols to mitigate risk and report observations.	Yes	
Strong self-management skills including planning and organising, time management and the ability to work independently	Yes	
Proactive, willing resourceful and adaptable manner	Yes	
Good understanding of individual responsibilities under the Health & Safety at Work Act and a demonstrated commitment to following health and safety policies and operating with care for self and others	Yes	
Demonstrated ability to learn new tools and processes quickly and solid experience using technology to manage role responsibilities	Yes	
Experience working in a related or complimentary field and relating to landowners particularly in the rural sector	Yes	
Possess a knowledge of the Queen Elizabeth the Second National Trust Act and the legislative environment in which it operates.		Yes
Relevant tertiary qualification		Yes



QEII **NATIONAL TRUST**

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