

POSITION DESCRIPTION: Whakatipu Relationship Manager

POSITION DETAILS

Position Title	Whakatipu Relationship Manager
Branch	Land Protection
Location	Home Office - Otago
Salary Band	5-6
Date	22 October 2021
Tenure type	Permanent employee, part-time – 2-3 days per week
Direct Reports	This role has no direct reports

OUR VISION

Inspiring conservation on private land

ABOUT QUEEN ELIZABETH II NATIONAL TRUST

QEII National Trust / Ngā Kairauhi Papa plays the leading role in private land conservation in Aotearoa / New Zealand. We are an independent charitable trust established in 1977 under Act of Parliament. QEII was established to encourage and promote, for the benefit and enjoyment of present and future generations, the provision, protection, preservation and enhancement of special areas of land or bodies of fresh water.

POSITION PURPOSE

The Whakatipu Relationship Manager is responsible for liaison with key stakeholders and users of QEII-protected land in the Whakatipu basin that has provisions for public and other third-party access.

Key areas of relevant QEII-protected land include Remarkables Station and the Mahu Whenua covenants – where key stakeholders and users will include farming leaseholders, local rūnaka, recreational groups, conservation groups, research and education interests and local government.

The objectives of liaison with key stakeholders will be to safeguard QEII's protection of land and to maximise opportunities for enhancement of protected values and land-user engagement.

REPORTS TO

In the first instance, this role will report to the Chief Executive but in the longer term, reporting may shift to report elsewhere in the Land Protection Team.

ROLE STRUCTURE

While reporting to the QEII management structure, the role holder will be accountable for delivery of outcomes directed by the Remarkables Station National Trust Ltd Board.

The role holder will operate with a high level of autonomy – working remotely from QEII head office and managing their own time. There will be no fixed requirement for certain days or hours to be worked – the role holder will arrange their own schedule to achieve required outputs within the hours allocated (initially 16-24 hours per week).

The role holder will be required to organise their own office space (ideally from a home office) and transportation (which will be reimbursed at IRD mileage rates).

KEY EXTERNAL RELATIONS

Remarkables Station farm lessee

Soho Property Ltd management

Other owners of public access covenants

Rūnaka representatives

Otago Regional Council

Queenstown Lakes District Council

The New Zealand Walking Access Commission Ara Hikoī Aotearoa

Queenstown Trails Trust

Community Groups:

- Recreational – climbing, tramping, walking, cycling, etc.
- Conservation – trapping, planting, weed management.
- Cultural – Iwi/rūnaka agencies, historical societies, etc.

Carbon accounting advisers/agencies

Department of Conservation

Land Information New Zealand

Local funding agencies

Potential local donors

KEY INTERNAL RELATIONS

Remarkables Station National Trust Ltd board

Land Protection Team Leader - South

Operational Services Team Leader

Central Otago Regional Representative

Other Regional Representatives

Finance & Business Services Team

Senior Leadership Team

Land Protection team

Fundraising Manager

Communications team

SCOPE OF ROLE

This is a new role that will take primary responsibility for on-the-ground management of the soon to be acquired Remarkables Station along with the stakeholder liaison aspects of management of the large Mahu Whenua covenants. It is also possible that other current or future QEII covenants or properties in the Whakatipu basin may require stakeholder liaison work where there is substantial public or other third-party access to the QEII-protected land.

This role will not have primary responsibility for processes associated with the establishment or monitoring of covenants – though may undertake certain delegated tasks relating to the Remarkables and Mahu Whenua covenants upon agreement with QEII’s Central Otago Regional Representative.

KEY RESPONSIBILITIES

RESPONSIBILITY	INDICATORS OF SUCCESS
<p>Support Governance Decision making</p> <p><i>Provide clear information, advice and recommendations to governors</i></p>	<ul style="list-style-type: none"> • Prepare clear, comprehensive briefings and papers for governors that enable effective decision making. • Build the trust and confidence of governors and establish governance-executive decision-making boundaries.
<p>Implement agreed QEII strategy</p> <p><i>Work toward achievement of agreed QEII objectives in Whakatipu basin within scope of role</i></p>	<ul style="list-style-type: none"> • Understand QEII’s overall strategic objectives and how they translate to the role. • Understanding the strategic objectives for key QEII-protected land in the Whakatipu basin. • Engage and liaise with partners and stakeholders in a way that contributes to strategic objectives.
<p>Understand and balance QEII’s local objectives</p> <p><i>Deploy understanding of the imperatives of farming, biodiversity, cultural and community activities and the interactions and financial implications of each</i></p>	<ul style="list-style-type: none"> • Demonstrate in-depth understanding of farming systems, biodiversity management and restoration, cultural values and community recreational values. • Make recommendations and decisions that cater-for and balance the imperatives of farm systems, biodiversity and community interests. • Provide oversight and assessment of partners and stakeholders to ensure their activities on QEII-protected land are appropriate within the balance of QEII’s objectives. • Engage with partners and stakeholders to influence their activities to ensure an appropriate balance of outcomes on QEII-protected land.

<p>Build and maintain beneficial relationships</p> <p><i>Engage with partners and stakeholders in a way that fosters goodwill and support for QEII and its objectives</i></p>	<ul style="list-style-type: none"> • Provide an accessible and responsive presence for QEII in the Whakatipu basin. • Build positive, mutually beneficial and high-trust relationships with partners and stakeholders that have the ability to contribute to QEII’s objectives. • Extend key relationships to other QEII team-members where appropriate including where senior representation specialist skills will be beneficial for relationship.
<p>Represent QEII professionally</p> <p><i>Project an image that supports the credibility and integrity of QEII</i></p>	<ul style="list-style-type: none"> • Always interact respectfully with other parties. • Be appropriately presented and readily identifiable as a representative of QEII.
<p>Self-directed team player</p> <p><i>Work with a minimum of direction and interact effectively with colleagues.</i></p>	<ul style="list-style-type: none"> • Takes responsibility for own work and delivering quality work on time. • Deploys prioritisation skills to and a flexible working style ensure most critical work is delivered. • Seeks input as and when required. • Ensures relevant colleagues are aware of work developments that may affect them. • Participates as an active team member and contributes knowledge and expertise needed to achieve QEII’s outcomes.
<p>Safety and wellbeing</p> <p><i>Work actively to avoid or mitigate health and safety risk for self and others.</i></p>	<ul style="list-style-type: none"> • Displays commitment through actively supporting all safety and wellbeing initiatives. • Manages own personal health and safety, and takes appropriate action to deal with workplace hazards, accidents and incidents. • Complies with relevant safety and wellbeing policies, procedures, safe systems of work and event reporting.
<p>Organisational Commitment</p> <p><i>Role models the standards of the Trust</i></p>	<ul style="list-style-type: none"> • Builds commitment to QEII’s vision, mission, values and culture. • Acts with honesty and integrity. • Welcomes feedback and is receptive to input from others. • Willingly undertakes any duty required within the context of the position. • Complies with all legislative requirements, guidelines and policies. Reports breaches as soon as they become known. • Demonstrates commitment to the Treaty of Waitangi and respect and incorporate these into work.

PERSON SPECIFICATION

Skills and Experience

- Proven experience in land management, preferably including the combination of farming, biodiversity and recreational use.
- Proven experience in relationship management, including with agencies, community groups and the general public.
- Demonstrated ability to produce written and verbal advice to a high standard.
- Demonstrated ability to work autonomously, plan work programmes and prioritise to ensure delivery of critical outputs.
- Excellent communication (both written and oral) and influencing skills.
- Reasonable proficiency in the Microsoft suite including Teams, Word, Outlook and Excel.
- Some experience with GIS mapping platforms.

Qualifications

- A clean, current driver's licence is essential.
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