

Position Description: Team Leader – Land Protection

POSITION DETAILS

Position Title	Team Leader – Land Protection
Team	Land Protection
Location	National Office, Level 4, 138 The Terrace, Wellington (or remote – by negotiation).
Salary Band	6
Date	28 October 2020
Direct Reports	Up to two Senior Advisors or Principal Advisors, and up to two advisors.
Contractor Responsibilities	Up to 12 contracted Regional Representatives may be accountable to each Team Leader – Land Protection

OUR VISION

Inspiring conservation on private land

ABOUT QUEEN ELIZABETH II NATIONAL TRUST

QEII National Trust/Ngā Kairauhi Papa (the Trust) plays the leading role in private land conservation in Aotearoa/New Zealand. We are an independent charitable trust established in 1977 under our own 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.

ABOUT THE LAND PROTECTION TEAM

The role of the Land Protection Team is to deploy the Trust's field representatives and closely support them to help achieve the Trust's four strategic objectives:

- Area of high-value land under robust protection increases
- Values within protected areas are enhanced
- QEII's work is part of large-scale projects

- People are inspired to connect with QEII-protected places

The core functions of the Land Protection Team include the quality assurance and processing of new protection proposals, solving problems and guiding the management of existing covenants and QEII properties and assisting the field representatives' engagement with local stakeholders and communities.

The Team has three sections, The Operational Services group, the Legal group and the Land Protection group that provides the primary interface with field representatives.

POSITION PURPOSE

The Team Leader – Land Protection allocates work and sets priorities. They communicate the Trust's goals, safety practices, and deadlines to the reps. The Team Leader motivates team members and assesses performance. The Team Leader also may undertake functions including recruitment and training, conflict resolution and representing the Trust.

The Land Protection Team Leader mentors and develops Advisors and may contribute to achieving team objectives by taking primary responsibility for complex or challenging relationships or management issues.

The Land Protection Team Leader takes responsibility for one major aspect of strategy implementation for the Trust. In the first instance, these strategy implementation topics will include:

- New protection
 - Stewardship
 - Communities and Properties
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REPORTS TO

This role reports to the Manager - Land Protection.

KEY EXTERNAL RELATIONS

Covenant Owners and potential covenantors
Local and Regional Authorities
Department of Conservation
Ministries (e.g., Environment, Primary Industries)
Community Groups
Primary Industry Groups
Environmental NGOs
Iwi Groups
Service providers

KEY INTERNAL RELATIONS

Regional Representatives
Senior Leadership Team
Land Protection Advisors
Team Leader – Operational Services
Team Leader – Legal
Solicitors
Other Team Leaders – Land Protection
Policy and Strategy Advisor
Board of Directors

KEY RESPONSIBILITIES

KEY RESPONSIBILITY	INDICATORS OF SUCCESS
<p>Team Management</p> <p><i>The ability to provide direction and leadership to others and to maximise the effectiveness of a team.</i></p>	<ul style="list-style-type: none"> • Empower and encourage people to perform better. • Mentor team members and identify opportunities for them to develop and progress. • Bring out the best in people through setting challenging objectives. • Use a range of strategies to promote team morale and productivity. • Hold people accountable for performance and consistently compare performance against standards. • Address performance issues effectively, including taking disciplinary action where appropriate. • Fulfil all reporting and monitoring requirements.
<p>Work Management and Delivery</p> <p><i>The ability to achieve outputs on time and within budget to achieve the Trusts objectives.</i></p>	<ul style="list-style-type: none"> • Deliver on tasks as set out in work plans, annual expectations, task assignments • Identify critical issues and risks and ensure they are constructively raised and addressed • Manage knowledge and information to ensure it is secure, current and appropriate protocols are applied • Ensure team’s work outputs are of high standard.

<p>Land Protection</p> <p><i>Delivers quality results that contribute to the strategic outcomes of the Trust.</i></p>	<ul style="list-style-type: none"> • Demonstrate a deep understanding of the land protection challenges and opportunities faced by the Trust. • Demonstrate superior ability to analyse complex situations quickly and provide timely and accurate advice. • Identify as a subject matter expert in managing complex and multi-faceted issues relating to land protection.
<p>Strategic Thinking</p> <p><i>The ability to consider and contribute to the organisation's bigger picture objectives</i></p>	<ul style="list-style-type: none"> • Understand, and when necessary, illustrate and communicate the Trust's strategic objectives • Coordinate the Trust's ideas and thinking on a given strategy implementation challenge and craft coherent policy, process or service design to achieve implementation. • Use communication and influencing skills to bring other team members on-board with strategy implementation plans.
<p>Stakeholder/Customer Engagement</p> <p><i>Builds and maintains effective relationships with key individuals and groups.</i></p>	<ul style="list-style-type: none"> • Represent Trust and coordinate cross agency initiatives within own area of responsibility. • Cultivate positive relationships with providers, working with them to maximise outcomes and performance. • Build close relationships with Regional Representatives and create and meet reasonable performance expectations.
<p>Action Oriented</p> <p><i>Takes responsibility for own work, recognises opportunities and acts with a minimum of direction.</i></p>	<ul style="list-style-type: none"> • Take responsibility for own work and that of team. • Self-starter. • Seek input if required. • Recognise and act on opportunities. • Model positive behaviour. • Model the desired values and culture of the Trust. • Willingly share knowledge and expertise within the team and with others in the Trust. • Act with honesty and integrity.
<p>Project Management</p>	<ul style="list-style-type: none"> • Manage projects within timeframes as directed. • Delegate and distributes work among team to maximise outcomes.

<p>Safety and wellbeing</p> <p><i>Manages own personal health and safety, and takes appropriate action to deal with workplace hazards, accidents and incidents.</i></p>	<ul style="list-style-type: none"> • Display commitment through actively supporting all safety and wellbeing initiatives. • Ensure own and others' safety at all times. • Comply 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"> • Build commitment to the Trust's vision, mission, values and services. • Understand the role of the Treaty of Waitangi in guiding the Trust's values and objectives. • Willingly undertake any duty required within the context of the position. • Comply with all legislative requirements, guidelines and policies. Report breaches as soon as they become known. • Adhere to the Trust's Code of Conduct.

PERSON SPECIFICATION

Skills and Experience

- Ability to motivate mentor and develop staff to help them deliver to their potential.
- Proven performance in an operational position.
- Extensive understanding of relevant legislation, and policy, a demonstrated ability to apply that knowledge practically.
- Extensive experience in land values and land management, with strong technical knowledge in a range of specialist areas of management in the Trust.
- Working knowledge of relevant Legal matters relating to land management.
- Understanding and Knowledge of the obligations of the Treaty of Waitangi.
- Demonstrated ability to build relationships and influence at all levels, both internally and externally.
- Demonstrated ability to engage effectively with stakeholders, and significant experience in supporting management.
- Demonstrated ability to successfully negotiate and influence; facilitate positive outcomes from complex situations.
- Excellent communication (both written and oral) and influencing skills, able to convey complex information effectively and achieve consensus.
- Demonstrated ability to effectively manage and deliver on multi-faceted projects and programmes.

- Ability to manage complex working relationships with people at all levels within the Government, public and voluntary sectors and with community interest groups and networks in a discreet and confidential manner.
- Willing to travel to fulfil duties of the role.

Qualifications

- A relevant tertiary qualification and at least 5 years' experience.
 - A clean, current driver's licence is essential.
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