QEII NATIONAL TRUST
Ngā Kairauhi Papa Forever protected

Services and Requirements
QEII National Trust
Regional Representative

Section A

Contract role:	Regional Representative
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:	Team Leader – Land Protection
Contract term:	One to three years (may be renewed by agreement) - 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.
Delegated authority:	Authorised to approve some routine activity and expenditure within covenants subject to policy, budget approvals and limits.
Location:	Independent Contractor servicing the South Canterbury, operating out of regional representative's home office.
Purpose:	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'. Open Space (as described in the Queen Elizabeth II National Trust Act 1977) means any area of land or 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 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 these covenants remain protected forever. 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. Regional representatives are responsible for providing an excellent frontline service for QEII National Trust. The contracted services include regular monitoring of registered covenants, assessing and preparing new covenant proposals for approval, and guiding potential covenantors through the covenanting process.

Section B

Position authority	Regional representatives are independent contractors and are not employees of QEII National Trust. Operating out of regional representative's home office and working within the local area. There are no set hours, only required annual outcomes specified in an annually agreed schedule of service requirements, with a maximum number of hours.
Functional relationships:	**Internally** Team Leader – Land Protection Team Manager – Land Protection Team Chief Executive Senior Leadership Team QEII board members QEII staff Other QEII regional representatives
	Externally Landowners: covenantors and potential covenantors Department of Conservation Local Authorities Surveyors Solicitors Community groups Service providers (e.g. fencing, pest management contractors) Other stakeholders

Section C

Key Responsibilities and Specific Accountabilities

1.	**New covenants**	
Expected Results		
	(a)	Promptly responding to enquiries from landowners and others around new covenant possibilities.
	(b)	Assessing the open space values, risks, benefits of potential sites for protection, and the landowner's aspiration for the site and motivation for covenanting.
	(c)	Submitting covenant proposals to the standards set by QEII policy and as agreed with QEII's Land Protection Team staff. The number of proposals to be submitted annually will form part of the contract for services.
	(d)	Maintaining contact with landowners of all approved covenants to ensure they progress towards registration on schedule.
	(e)	Timely updating of relevant databases with comprehensive records of information related to new covenant proposals.
	(f)	Ensuring all required reporting around new covenants is delivered on time.

2.	**Engagement with registered covenants**	
Expected Results		
	(a)	Carrying out regular covenant monitoring visits in accordance with QEII policy and direction of QEII staff. The number of monitoring visits to be completed annually will form part of the contract for services.
	(b)	Proactively visiting registered covenants as necessary (for example when landowners request assistance with issues outside of the regular monitoring cycle).
	(c)	Guiding and encouraging landowner stewardship activities, including working with landowners to develop strategies for enhancing their covenants.
	(d)	Supporting and inspiring strong networks and relationships between covenantors.

3.	Covenant management	
Expected Results		
	(a)	Identifying possible concerns in registered covenants, (e.g. fence condition, pest plant and animal issues, threats from third-party activities), and advising and assisting landowners to resolve those concerns.
	(b)	Working with QEII staff to resolve issues or concerns in registered covenants.
	(c)	Responding promptly to landowner requests for information and advice regarding management of their covenants.
	(d)	Partnering with other agencies to assist with resolving issues in covenants.
	(e)	Participating in contestable fund processes including supporting landowners with applications and grants from QEII's contestable funds.
	(f)	Working with QEII staff on landowner requests for covenant variations and consents for activities in covenants.

4.	Networking and collaboration	
Expected Results		
	(a)	Working with other QEII regional representatives to develop and maintain a strong network of local DOC, council, iwi, and other partners so that QEII can maximise opportunities to achieve its strategic objectives.
	(b)	Participating in and occasionally organising events, landowner groups and other activities to support covenantors with maintaining contacts and networks and to inspire stewardship and new protection.
	(c)	Identifying and building relationships that could lead to opportunities to secure third-party support for covenants, including identifying potential funding sources.
	(d)	Engaging with the QEII regional hub network.

5.	QEII properties	
Expected Results		
	(a)	Regularly monitoring the QEII-owned properties in the region and updating databases with that information.
	(b)	Ensuring that QEII-owned properties in the region are maintained to a high standard.
	(c)	Identifying any issues with QEII-owned properties and working with QEII staff to resolve these.

6.	Health and safety	
Expected Results		
	(a)	Always representing QEII in a manner that ensures the health and safety of self and others, operating under a health and safety plan approved by QEII, that meets all obligations under the Health and Safety at Work Act 2015.
	(b)	Working with landowners, covenantors, and land managers in a way that ensures their own health and safety obligations are not compromised.

7.	Other responsibilities	
Expected Results		
	(a)	Carrying out other activities or tasks as specified in the contract for services.
	(b)	Not bringing QEII National Trust into disrepute through their actions or communications.
	(c)	Acting in accordance with relevant QEII policies and procedures.
	(d)	Ensuring the confidentiality and security of QEII National Trust data, particularly personal information, held by the regional representative.

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Section D

Person Specification

Qualifications, experience, and other requirements	Essential	Desirable
Excellent verbal and written communication skills.	Yes	
Be active and possess the necessary fitness and skills to operate in isolated locations including but not limited to back country, wetlands, and bush.	Yes	
A sound knowledge of New Zealand ecology/biodiversity.	Yes	
Solid understanding of the threats facing the native flora and fauna of New Zealand and appropriate land management actions required to manage these threats.	Yes	
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 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	
An understanding of the work QEII National Trust undertakes, our partnerships and mission.		Yes
Relevant tertiary qualification.		Yes