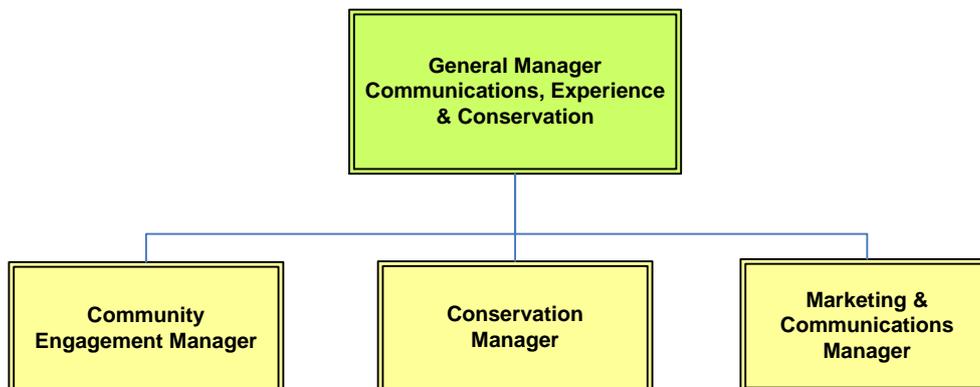


POSITION DESCRIPTION

Job Title:	Conservation Manager
Responsible To:	General Manager Communication, Experience and Conservation
Direct Reports:	Nil
Position Purpose:	<p>We want Wellington Zoo's conservation work to make a genuine and ongoing contribution to saving wildlife and wild places. The Conservation Manager is responsible for the implementation of the Zoo's Conservation Strategy and programmes and the coordination of climate action initiatives. This position will be responsible for co-ordinating the Zoo's conservation programmes – community based, in the field and conservation partnerships. The Conservation Manager will form strong internal and external relationships to raise Wellington Zoo's profile within the conservation community. They will also work closely with all Zoo employees to integrate conservation and climate action across the Zoo. The Conservation Manager will be a champion for conservation and climate action to influence and motivate Zoo staff to inspire our visitors and our community to take action for conservation.</p> <p>They will showcase this area of the Zoo's work to the wider community and ensure that:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Conservation and environmental sustainability is integrated into all aspects of the Zoo's operations and kaupapa. <input type="checkbox"/> The Zoo makes valuable, measurable contributions to a range of conservation efforts. <input type="checkbox"/> Wellington Zoo is seen as a valued and valuable partner for other conservation organisations. <input type="checkbox"/> Wellington Zoo is known first and foremost as a conservation organisation. <input type="checkbox"/> They work with other members of the Communication, Experience and Conservation team to ensure the layers of our visitor experience work together to inform, engage and change conservation aspirations into action. <input type="checkbox"/> Wellington Zoo is an environmentally sustainable business leader and committed to innovative processes and practises to ensure positive action for our climate <input type="checkbox"/> Wellington Zoo is committed to integrating select United Nations Sustainable Development Goals across its operations <input type="checkbox"/> All Zoo staff have opportunities to contribute to conservation at Wellington Zoo
Date:	June 2020

Organisation Context:



Important Functional Relationships:

External

- Conservation Staff in other Zoos
- Department of Conservation
- Zealandia
- Other conservation organisations
- Universities
- Wellington City Council
- Greater Wellington Regional Council
- WZT's conservation partners
- Sustainability networks and businesses

Internal

- WZT Trust Board
- WZT Strategic Management Team
- WZT GM Safety, Assets & Sustainability
- Other WZT Managers
- WZT staff members

Committees/Groups

- WZT Green Team

Key Result Areas:

The position of Conservation Manager encompasses the following functions or Key Result Areas:

- Management of the Conservation and Climate Action Portfolio
- Leadership
- Relationship Management
- Internal Relationships
- Health, Safety and Sustainability

The requirements in the above Key Result Areas are broadly identified below:

Jobholder is accountable for	
<ul style="list-style-type: none"> <input type="checkbox"/> Management of the Conservation and Climate Action Portfolio <input type="checkbox"/> Responsible for implementation of, work plans for, and clear achievable measures for Wellington Zoo's Conservation Strategy '<i>Saving Wildlife and Wild Places</i>'. <input type="checkbox"/> Manage, deliver, evaluate and report on Wellington Zoo's conservation programmes including developing work plans and budgets. <input type="checkbox"/> Consider and measure conservation outcomes for Wellington Zoo's species regarding field conservation programmes and identify opportunities for Zoo staff to be involved in and/or lead field conservation programmes. <input type="checkbox"/> Identify and manage effective field partnerships for long term conservation outcomes <input type="checkbox"/> Provide advice and support to staff involved in conservation or climate action programmes. <input type="checkbox"/> Oversee the Wellington Zoo Conservation Fund in conjunction with the General Manager Communication, Experience and Conservation (GM CEC) including identifying opportunities for focused investment in conservation innovations. <input type="checkbox"/> Coordinate the Conservation Staff Grants programme and Conservation Volunteer Leave. <input type="checkbox"/> Develop Zoo position statements on issues relating to conservation and climate action. <input type="checkbox"/> Identify appropriate climate action initiatives. <input type="checkbox"/> Ensure familiarity with appropriate WAZA Conservation and Sustainability strategies. <input type="checkbox"/> Lead the identification and delivery of targets and measures for integrating selected United Nations Sustainable Development Goals <input type="checkbox"/> Lead the Local Conservation Grants programme identifying suitable innovative projects and promoting the work of the Zoo in local conservation <input type="checkbox"/> Ensure community conservation campaigns and activities are developed through research and best practise to lead to visitor behaviour change <input type="checkbox"/> Provide advice and support to staff to ensure sustainability is considered across the Zoo in projects and new activities <input type="checkbox"/> Contribute to the development of other Zoo policies as appropriate 	
<p>2 Leadership</p> <ul style="list-style-type: none"> <input type="checkbox"/> Influence and inspire Zoo staff, in order to develop a culture of involvement, ownership and continuous improvement in our conservation and climate action efforts. <input type="checkbox"/> Provide expert input to ensure the integration of conservation and climate action into the Trust's strategic direction. <input type="checkbox"/> Oversee the Zoo's Green Team and promote environmental sustainability by influencing attitudes and behaviour internally. 	

<ul style="list-style-type: none"> <input type="checkbox"/> Provide key input into GM CEC's reporting on conservation and climate action to the Trust Board, and present to Wellington Zoo's SMT and the Wellington Zoo Trust Board as required. <input type="checkbox"/> Actively contribute to the promotion and implementation of the Trust's strategy. <input type="checkbox"/> Be the conservation champion and 'voice' of conservation and climate action for the Zoo.
<p>3. Relationship Management</p> <ul style="list-style-type: none"> <input type="checkbox"/> Ensure recognition and involvement of the Zoo's conservation expertise across the conservation spectrum. <input type="checkbox"/> Develop good working relationships with Wellington Zoo's external partners at all levels, in particular the Department of Conservation, Forest and Bird, WCC, Zealandia, conservation agencies, universities, and other Zoo and Aquarium Association Australasia members. <input type="checkbox"/> Act as a champion for conservation and climate action at Wellington Zoo and drive collaboration with other institutions.
<p>4 Internal Relationships</p> <ul style="list-style-type: none"> <input type="checkbox"/> Establish and maintain positive and productive relationships with other staff at Wellington Zoo. <input type="checkbox"/> Involve staff as appropriate in conservation and climate action programmes to develop expertise. <input type="checkbox"/> Collaborate with marketing and communications staff to promote the conservation and sustainability work of the Zoo externally <input type="checkbox"/> Promote Wellington Zoo's conservation work internally through the newsletter, at full staff meetings, learning sessions and other appropriate channels. <input type="checkbox"/> Collaborate with other Communication, Experience and Conservation staff to ensure conservation and climate action messages and outcomes are integrated into visitor and learning programmes and strategy. <input type="checkbox"/> Work closely with the GM Safety, Assets & Sustainability and other Zoo staff on environmental sustainability initiatives, outcomes and programmes including carbon neutrality.
<p>5. Health, Safety and Sustainability</p> <ul style="list-style-type: none"> <input type="checkbox"/> Ensure any hazardous conditions, near misses, injuries and accidents are reported immediately to your manager. <input type="checkbox"/> Participate in meetings, training and other health and safety activities as required. <input type="checkbox"/> Inform the Safety Improvement Team (SIT) about any areas of concern. <input type="checkbox"/> Meet employee responsibilities and contributing to providing a safe working environment for visitors and fellow staff through following safe working instructions and adhering to all health and safety policies and procedures set down by WZT. <input type="checkbox"/> Commitment to and delivery of the Zoo's sustainability strategy and initiatives. <input type="checkbox"/> Ensuring responsibility for reduction of emissions in line with the Zoo's carboNZero targets. Contribute to a culture committed to health, safety and sustainability.

Note: The above performance standards are provided as a guide only. The precise performance measures for this position will need further discussion between the jobholder and manager as part of the performance management process.

Person Specification:

Knowledge/Experience

Essential

- Demonstrated experience in New Zealand conservation work
- Understanding of and experience in conservation and sustainability issues locally and globally
- Experience with conservation programme delivery
- Demonstrated ability to build and maintain effective working relationships both internally and externally
- Demonstrated excellent face to face and written communication skills
- Demonstrated ability to plan and manage projects
- Ability to think and work in a creative manner
- Demonstrated superior time management abilities
- Relevant Tertiary qualification or equivalent experience
- Comprehensive understanding of the role of modern Zoos in conservation
- Understanding of and commitment to the World Zoo and Aquarium Conservation Strategy
- Understanding of the United Nations Sustainable Development Goals

Key Job Competencies

- Decision Making & Problem Solving
- Relationship Management

- Planning & Organising
- Team Work