



## Position Description Ranger - Pūtaringamotu/ Riccarton Bush

### Purpose of Position

The Ranger takes responsibility for protecting and conserving Pūtaringamotu Riccarton Bush for current and future generations.

### Reporting Relationships

**Reports to:** Manager – Riccarton House

**Direct reports:** Day to day supervision of Ranger's Assistant

### External Relationships

- Tangata Whenua
- Visitors
- Neighbours
- Community, School groups and University of Canterbury
- Suppliers and Contractors

### Internal Relationships

- Riccarton Bush Trust (RBT) Board
- RBT Staff
- Restaurant and Market Staff

### Vision

The Pūtaringamotu Riccarton Bush, Riccarton House, Deans Cottage and the Grounds are collectively recognised as the premier natural and cultural heritage site in Christchurch/Ōtautahi and Canterbury/Waitaha.

### Objectives

- Protect and enhance the indigenous flora, fauna and ecology of Pūtaringamotu Riccarton Bush, including mahinga kai and taonga species.
- Protect and conserve Riccarton House, Deans Cottage and their Grounds
- Encourage public interest, use and participation and promote the natural and cultural heritage values of the site.

Person specifications	Essential	Desirable
Education, qualifications and training	<ul style="list-style-type: none"> <li>● A tertiary qualification or equivalent experience in conservation, environmental management, ecology, or natural heritage management.</li> </ul>	
Knowledge and experience	<ul style="list-style-type: none"> <li>● Knowledge of NZ conservation practices including revegetation and outcome monitoring.</li> </ul>	<ul style="list-style-type: none"> <li>● Understanding of Te Tiriti o Waitangi.</li> </ul>

	<ul style="list-style-type: none"> <li>• Experience in, and passion for, conservation and providing opportunities for people to connect with nature, including through guiding and interpreting the features of the Bush.</li> <li>• An appreciation of the bi-cultural history of New Zealand.</li> <li>• A reasonable level of fitness.</li> <li>• Full drivers' licence</li> </ul>	<ul style="list-style-type: none"> <li>• A knowledge of the history and significance of Pūtaringamotu Riccarton Bush.</li> <li>• Experience in working collaboratively with tangata whenua, community, education, and other agencies.</li> </ul>
Skills	<ul style="list-style-type: none"> <li>• A practical background in general infrastructure maintenance.</li> <li>• Proficient in the use of a wide variety of computer software programmes; Microsoft Programmes, Outlook, Word, Excel.</li> </ul>	<ul style="list-style-type: none"> <li>• An ability to turn a piece of No. 8 wire into a work of art.</li> <li>• First Aid Certificate.</li> <li>• Basic chainsaw unit standards.</li> <li>• GPS and GIS computer skills.</li> <li>• Fire fighter unit standards.</li> </ul>
Attributes	<ul style="list-style-type: none"> <li>• Team player who takes personal responsibility and is accountable.</li> <li>• Flexible and adaptive to ever-changing work demands and outcomes.</li> <li>• Excellent verbal and written communication skills.</li> <li>• Positive, energetic and results driven.</li> <li>• Ability to develop creative yet practical solutions.</li> <li>• Appreciates the dynamics of a not-for-profit organisation with limited resources and community needs, so is willing to roll up their sleeves and do whatever it takes.</li> <li>• Able to work flexible hours (evenings and weekends) occasionally, if required.</li> </ul>	

Position Key Result Area	General activities
Meeting the challenges of maintaining a native forest in an urban environment.	<ul style="list-style-type: none"> <li>• Manage planting, weed control, flora and fauna monitoring and pest control.</li> <li>• Restoration and regeneration planting.</li> <li>• Managing and maintaining infrastructure including tracks, irrigation systems, fire control, plant and machinery.</li> <li>• Work with the Manager to develop, implement and monitor work plans, new projects, and programmes.</li> </ul>
Riccarton House Grounds are protected and enhanced.	<ul style="list-style-type: none"> <li>• Liaising with the Gardener to ensure trees within the grounds are monitored and maintained.</li> </ul>
Education and Visitor Engagement	<ul style="list-style-type: none"> <li>• Developing, delivering, and evaluating quality, engaging visitor experience and education programmes, activities and events in the Bush.</li> <li>• Increasing opportunities for visitors to learn about and experience Pūtaringamotu Riccarton Bush, including dual cultural values.</li> <li>• Being an active part of a friendly, well informed and 'can do' customer focussed team able to provide information to the public and act professionally at all times.</li> </ul>
Coordinating and working with community groups, volunteers and educational institutions	<ul style="list-style-type: none"> <li>• Encourage research studies and monitoring programmes that broaden the understanding of the ecology of the Bush and aid Bush management.</li> <li>• Coordinate and work with community groups, volunteers, students, and educational institutions.</li> <li>• Train and lead volunteers, interns, and other short-term workers.</li> </ul>
Capture and deliver Information in a timely manner	<ul style="list-style-type: none"> <li>• Prepare written reports, provide advice, and make recommendations on the management and use of the Bush which support the organisation's goals.</li> <li>• Carry out surveys, assessment, and monitoring of vegetation, species, and habitats.</li> <li>• Continue to record changes in conjunction with students and/or outside experts.</li> </ul>
Maintain security and fire control	<ul style="list-style-type: none"> <li>• Work with the Manager and external security providers to maintain security facilities in and around the bush.</li> <li>• Answer all out of hours calls from the security provider in a timely manner.</li> <li>• Maintain and trial the Board's emergency fire control equipment and liaise with the local fire control authority.</li> </ul>
Maintain and further develop personal levels of skill and effectiveness	<ul style="list-style-type: none"> <li>• Seek and act on specific practical, scientific, and technical learning opportunities to increase effectiveness in the role.</li> <li>• Foster interpretative, educational and research programmes within the resources available.</li> </ul>
<b>Health &amp; Safety</b>	

All employees must take all practicable steps to ensure the health and safety of themselves and their colleagues at work and maintain knowledge of health and safety systems and policies.

The Ranger must ensure his/her own health and safety and that of others by observing and taking an active role in all safe work procedures and instructions. This includes but is not limited to making unsafe work situations safe, reporting immediately any hazards or potential hazards, and taking an active role in any rehabilitation plan, to ensure an early and durable return to work.

### **Variation of duties**

Duties and responsibilities described above should not be construed as a complete and exhaustive list as it is not the intention to limit in any way the scope or functions of this position. Duties and responsibilities can be amended from time to time either by addition, deletion, or straight amendment to meet any changing conditions.