

Tēnā koutou,

The Department of Conservation's Mountains to Sea team, as a part of fulfilling its commitments under the New Zealand sea lion Threat Management Plan, is seeking enthusiastic, fit and skilled team members to undertake fieldwork at the subantarctic islands this summer.

We are looking for two to three teams (approximately 11 people in total) to carry out the annual program of sea lion fieldwork (predominantly sea lion tagging and surveying) at the Auckland Islands and Campbell Island. Travel to the Auckland Islands is by boat and is approximately a 36-hour passage often by expedition yacht *Evohe* (Campbell Island is an additional 12-30 hours passage). The attached documents detail the required skill sets, competencies and training requirements for the positions.

In general, we are looking for people with high standards of health & safety, proven ability living in remote locations, excellent communication skills and experience getting on well with others in a small team in cold, wet, muddy conditions. Previous experience handling large animals is a plus, but a calm and confident demeanour is essential. A team leader with a high level of leadership and emotional intelligence will be appointed to lead operations on each island. As sea lions are a taonga species, all team members will be required to follow tikanga Māori when handling these animals.

Timeframe for trip: approximately early December 2020 to early March 2021\*, although there may be an opportunity for a shorter commitment, depending on the applicant pool.

Note that this timeframe is approximate and may shift due to boat availability. The timeframe also includes time in Invercargill prior to departure, for organising and quarantining gear for biosecurity checks, and post-trip for gear cleaning, organising and inventorying.

All team members must also attend the training in Dunedin between the 7<sup>th</sup> and 11<sup>th</sup> of September 2020\*.

The teams will be required to enter sea lion tagging and re-sight data into a spreadsheet while in the field, and to perform error-checks on the data upon returning from the trip. At least one team member from each location will be required to submit a brief report describing processes and initial conclusions. Team members will also participate in a debrief at the end of the trip.

The subantarctic islands are smoke-free, and smokers will not be recruited for these positions.

\* Dates are still tentative and likely to change; flexibility is required

**Expression of interest.** To register your interest in a position, we require the following:

- **CV** – detailing the relevant skill sets (esp. small boat handling, shore transfers, wildlife handling, leadership), prior remote island experience and current training certificates (e.g. outdoor first aid, PHEC, wildlife veterinarian) and **referees**, including current manager
- **Questionnaire** of relevant skills & experience
- **Cover letter** – maximum 1 page

**Applications will not be accepted after 10 July 2020 at 5pm**

**Please send expressions of interest to [kmanno@doc.govt.nz](mailto:kmanno@doc.govt.nz).** Once shortlisting has been completed, individuals will be contacted for an interview, and referee checks will follow. We expect to contact all applicants within two weeks of the closing date.

If you have any questions regarding these roles, please contact [kmanno@doc.govt.nz](mailto:kmanno@doc.govt.nz).

Ngā mihi nui,

The New Zealand sea lion Threat Management Plan team

## Generic Project Descriptions – sea lion field teams in the Subantarctic

Date of last review: June 2020

|                 |   |                         |  |
|-----------------|---|-------------------------|--|
| Title and band: | Field team member/Field team leader             | Vacancy No:             | TBC                                      |
| Location:       | Subantarctic Islands, reporting into Wellington | Manager's title:        | Mountains to Sea                         |
| Business Group: | Biodiversity                                    | Duration of Fixed Term: | Range between 4 and 10 weeks (estimated) |

### Context

The Department of Conservation (DOC) is the central government agency that conserves and manages New Zealand's natural, historic and cultural heritage which provides increasing benefit to New Zealanders.

Our vision, shared with others, is that New Zealand is 'the greatest living space on Earth'. Kāore he wāhi i tua atu i a Aotearoa, hei wahi noho i te ao.

Our purpose is to work with others to increase the value of conservation for New Zealanders. Kia pihi te orange o tea o turoa, i roto i te ngatahitanga, ki Aotearoa.

We provide conservation services and leadership to protect and enhance New Zealand's natural and historic heritage. We contribute to New Zealand's economic, social and cultural success. We enhance wellbeing of New Zealanders and international visitors, by encouraging and enabling people to connect and contribute to New Zealand's nature and heritage

### Our Values

*The way we work is guided by four common values*

**Kaitiakitanga** is guardianship over natural resources and the natural environment: Te Ao Turua – the natural world. As kaitiaki, the guardians are responsible for protecting resources for future generations.

**Whanaungatanga** is about building strong relationships, with Treaty partners and all our partners – through shared experiences and cooperation.

**Sustainability** is more than minimising our environmental impact, it is also about nurturing our people and building enduring and trusting relationships. It is about ensuring we deliver on our goals and responsibilities now and in the future.

**Safety, diversity and wellbeing**, we're committed to a culturally diverse environment that represents our communities. We understand diversity brings new perspectives and a wider understanding, which helps make our work more effective. We also recognise nature's contribution to the health and well-being of New Zealanders, and what this means for you as a member of the DOC whanau. We strive for a culture of care. Our goal is an injury-free workplace where accidents are rare, and where every employee, every volunteer and every visitor returns home safely.

**Purpose of Project: to undertake New Zealand sea lion monitoring in the subantarctic islands to support the New Zealand sea lion Threat Management Plan (NZSL TMP) and the Conservation Services Programme (CSP)**

**Reason for Fixed Term**

These positions are fixed term as they are contributing to field programmes that are seasonal in nature. The fixed period is expected to range from approximately four to ten weeks, depending on boat and personnel availability.

Below is an indicative task list of work on the islands. Final work plans are contingent on research requirements and funding decisions.

| Task  | Actions  | Performance Indicators  |
|---|--|---|
| Pup counts on Auckland Islands                  | <ul style="list-style-type: none"> <li>Tag, microchip and weigh all pups on Enderby and Figure of 8 Island.</li> <li>Tag, microchip and weigh 400 pups on Dundas Island</li> <li>Update the NZSL database with new tag records</li> <li>Produce a field report of the pup counts as per CSP requirements</li> </ul>            | <ul style="list-style-type: none"> <li>Pups are tagged, chipped and weighed as per the pup tagging SOP</li> <li>Work is undertaken in compliance with Health &amp; Safety plan and any near misses or incidents are recorded/reported appropriately</li> <li>Data is recorded in a format for uploading into the NZSL database and error-checked</li> <li>Field report provided by 31 March 2020 as per CSP requirements with a draft report presented to the technical working group in April</li> </ul> |
| Resighting on the Auckland Islands              | <ul style="list-style-type: none"> <li>Record tag resights (flipper tags &amp; PIT tag scans) of as many sea lion adults and pups as possible over the duration of the season</li> <li>Update the NZSL database with resighting records</li> <li>Produce a brief field report of the effort and sightings collected</li> </ul> | <ul style="list-style-type: none"> <li>Work is undertaken in compliance with Health &amp; Safety plan and any near misses or incidents are recorded/reported appropriately</li> <li>Data is recorded in a format for uploading into the NZSL database and error-checked</li> <li>Draft field report provided by 31 March 2020</li> </ul>  |
| Necropsies on the Auckland Islands (Enderby)    | <ul style="list-style-type: none"> <li>Conduct necropsies on freshly dead pups found on Enderby Island and collect samples for transport to Massey University</li> <li>Produce a brief field report of the necropsy results</li> </ul>   | <ul style="list-style-type: none"> <li>Necropsies conducted in compliance with Health and Safety plan and any near misses or incidents recorded/reported appropriately</li> <li>Samples collected &amp; stored following protocols from Massey University</li> <li>Data collected in a format specified by Massey University</li> <li>Draft field report provided by 31 March 2020</li> </ul>   |
| Monitoring of pups in holes on Auckland Islands | <ul style="list-style-type: none"> <li>Check and renew existing terrain trap mitigation at Enderby and Dundas</li> </ul>   | <ul style="list-style-type: none"> <li>Terrain trap mitigation is checked and renewed, as per the terrain trap monitoring plan</li> </ul>   |

| Task  | Actions  | Performance Indicators   |
|---|--|--|
|   | <ul style="list-style-type: none"> <li>Islands and monitor pup behaviour around the terrain traps</li> <li>• Include a brief summary of the results in the Auckland Islands field report</li> </ul>  | <ul style="list-style-type: none"> <li>• Work is undertaken in compliance with Health and Safety plan and any near misses or incidents are recorded/reported appropriately</li> <li>• Work is undertaken to biosecurity standards as directed by Southern Islands staff and the Subantarctic Expeditions SOP</li> <li>• Draft field report provided by 31 March 2020</li> </ul>  |
| Pup counts on Campbell Island   | <ul style="list-style-type: none"> <li>• Tag and weigh as many pups as possible at Shoal and Davis Point colonies</li> <li>• Update the NZSL database with new tag records</li> <li>• Produce a brief trip report of the overall season</li> </ul>                               | <ul style="list-style-type: none"> <li>• Pups are tagged and weighed as per the pup tagging SOP</li> <li>• Work is undertaken in compliance with Health &amp; Safety plan and any near misses or incidents are recorded/reported appropriately</li> <li>• Data is recorded in a format for uploading into the NZSL database and error-checked</li> <li>• Draft field report provided by 31 March 2020</li> </ul>             |
| Pup shelter installation & monitoring at Davis Point, Campbell Island                         | <ul style="list-style-type: none"> <li>• Install pup shelters at Davis Point, Campbell Island</li> <li>• Monitor shelter use and effectiveness and move structures as necessary</li> <li>• Include a brief summary of the results in the Campbell Island field report</li> </ul> | <ul style="list-style-type: none"> <li>• Pup shelters are installed as per the pup shelter installation plan</li> <li>• Shelter use is monitored throughout the season, as per the monitoring protocol</li> <li>• Work is undertaken in compliance with Health and Safety plan and any near misses or incidents are recorded/reported appropriately</li> <li>• Draft field report provided by 31 March 2020</li> </ul>       |
| Monitoring of pups in holes on Campbell Island  | <ul style="list-style-type: none"> <li>• Check and renew existing terrain trap mitigation and monitor pup behaviour around the terrain traps</li> <li>• Include a brief summary of the results in the Campbell Island field report</li> </ul>                                    | <ul style="list-style-type: none"> <li>• Terrain trap mitigation is checked and renewed, as per the terrain trap monitoring plan</li> <li>• Work is undertaken in compliance with Health &amp; Safety plan and any near misses or incidents are recorded/reported appropriately</li> <li>• Work is undertaken to biosecurity standards as directed by Southern Islands staff and the Subantarctic Expeditions SOP</li> </ul> |
| Necropsy of pups on Campbell Island and Investigation of <i>Klebsiella</i> on Campbell Island | <ul style="list-style-type: none"> <li>• Conduct necropsies on freshly dead pups found on Campbell Island and collect samples for transport to Massey University</li> <li>• Produce a brief field report of the necropsy results</li> </ul>                                      | <ul style="list-style-type: none"> <li>• Necropsies conducted in compliance with Health and Safety plan and any near misses or incidents recorded/reported appropriately</li> <li>• Samples collected and stored following protocols from Massey University</li> <li>• Data collected in a format specified by Massey University</li> </ul>  |

| Task                                | Actions   | Performance Indicators   |
|-------------------------------------|---|--|
|                                     |   | <ul style="list-style-type: none"> <li>Draft field report provided by 31 March 2020</li> </ul>   |
| Other tasks on subantarctic islands | <ul style="list-style-type: none"> <li>Hut maintenance, weed control, hut inventories, rodent monitoring</li> <li>Seabird monitoring</li> </ul> | <ul style="list-style-type: none"> <li>Other monitoring and maintenance carried out, as directed by the Threat Management Plan team</li> <li>Reports &amp; data due at the end of the field trip, as per the Subantarctic Expeditions SOP and instructions from the Threat Management Plan team</li> </ul> |

For more detailed information about the role accountabilities refer to relevant documents e.g. Business Plan, Development Plan, and Operating Reviews of the position holder.

## Capabilities

| Capability Area              | Competencies  |
|------------------------------|---|
| Valuing the work of the role | <p><b>Commitment to Excellence</b><br/>Sets high personal and professional standards; assumes responsibility and accountability for the successful completion of projects, assignments or tasks. Consistently gives careful attention to all the detailed aspects of a role, shows a high concern for accuracy.</p> <p><b>Organisation and Role Connection</b><br/>There is a strong connection to the goals of the Department and an appreciation of the constraints within which these goals can be achieved. There is good alignment between what the individual enjoys and the role they are undertaking.</p>   |
| Leadership ability           | <p><b>Building and Sustaining Collaborative Relationships</b><br/>Identifies, develops and sustains effective, productive, collaborative and outcome oriented relationships (internal and external to the organization) to achieve conservation goals. Working as one organization, actively engages in building relationships to share expertise and knowledge to achieve goals.</p> <p><b>Personal Leadership</b><br/>Builds trust with others; identifies and seizes opportunities to promote the work of the Department.</p> <p><b>Seeking Agreement</b><br/>Reaches agreement or gains acceptance of a particular course of action through effectively defining the benefits and exploring alternatives; uses effective interpersonal skills and demonstrates determination in achieving desired outcomes.</p> |

| Capability Area        | Competencies  |
|------------------------|---|
| Agile mind             | <p><b>Analysis and Decision Making</b><br/>Engages in thorough analysis through gathering relevant information; sees the 'whole' and the complexity of connections (this is a "systems thinking" approach to decision making); takes into account factual information; develops robust recommendations and makes timely, sound decisions.</p> <p><b>Planning and Organising</b><br/>Plans and organises activities and projects for self and/or others; organises tasks to make best use of time and resources; and tracks achievement of key objectives.</p> <p><b>Situational Awareness</b><br/>Keeps abreast of science, political, economic, social and commercial imperatives and trends relative to their area of business; recognises opportunities and risks and responds appropriately.</p>  |
| Emotional intelligence | <p><b>Communication</b><br/>Conveys information and ideas through a variety of mechanisms in a manner that engages key audiences and reflects the Department's Vision, Values and Strategic Direction. This may include speaking, writing and listening and covers both formal and informal situations.</p> <p><b>Initiative/Innovation</b><br/>Develops new, innovative yet practical ideas, rethinking how to approach work. Takes action to achieve results beyond what is normally called for; looks for opportunities to improve own and the organization's performance.</p> <p><b>Iwi, Stakeholder, Business and Community Focus</b><br/>Understands the needs of iwi, stakeholders, business and community; ensures they are listened to; ensures understanding of the rationale for decisions /findings made.</p> <p><b>Personal Effectiveness</b><br/>Maintains effective performance even when under pressure, (such as time pressure, shifting/conflicting priorities or job ambiguity), when facing opposition from others or in an uncertain environment.</p> <p><b>Self-Awareness</b><br/>Recognises one's emotions and feelings and their effects; recognises the impact of own behaviour on others; acts professionally at all times.</p> |

| Capability Area                   | Competencies   |
|-----------------------------------|--|
| Skilled use of relevant knowledge | <p><b>Health and Safety Awareness</b><br/>Promotes a culture where health and safety are seen as integral to success. Is aware of and takes into account conditions that affect own and others' health and safety.</p> <p><b>Knowledge Management</b><br/>Manages knowledge and information to ensure it is secure and to enable appropriate access by others in the organisation.</p> <p><b>Learning Agility</b><br/>Acquires, understands and applies new job-related information, knowledge and skills in a timely manner.</p> <p><b>Working with Maori</b><br/>Engages with iwi and tangata whenua to achieve work goals aligned with the Principles of the Treaty of Waitangi; demonstrates an understanding of the implications of the Treaty on their work.</p> |

## Technical Knowledge and Skills

| Location         | Competency   |
|------------------|--|
| Auckland Islands | <p><b>Fitness:</b> able to walk and work in the field under adverse weather conditions for several hours.</p> <p><b>Isolation:</b> proven experience with isolation and self-sufficiency, including maintenance of equipment and structures.</p> <p><b>Back country skills,</b> proven ability to operate in extreme environments. Knowledge and capacity for using radio and satellite communication.</p> <p><b>Good attitude and aptitude</b> to work in remote locations, maintaining a high level of motivation and a positive approach to challenges.</p> <p><b>Cooperation:</b> work as a team, willing to help and be helped. Discipline, good communication and honesty when dealing with difficult situations.</p> <p><b>Emotional intelligence:</b> ability to work through interpersonal issues and adapt approach based on understanding how one's behaviour affects others.</p> <p><b>Awareness:</b> Health and safety is the top priority. Risks are identified, assessed and controlled. Where the risk level is not acceptable then the work is not undertaken. First aid or PHEC certification acquired prior to trip.</p> <p><b>Biosecurity and wildlife handling:</b> understand and follow all biosecurity requirements. Proven ability to handle wildlife in an appropriate manner.</p> <p><b>Small boat handling/small boat experience/shore transfers:</b> proven ability to operate safely, moving people and gear to shore in backcountry areas. Swimming &amp; confidence around water a must.</p> |

|                 |   |
|-----------------|---|
|                 | <p>Leadership: a team lead with proven experience successfully leading isolated work in challenging environments will be appointed to each location.</p> <p>At least one person in each team will have experience managing field data and spreadsheets and conducting quality checks on data.</p> <p>At least one person in the team should have continuity with past teams.</p>  |
| Campbell Island | <p>Fitness: high capacity for walking long distances and work in the field under adverse/extreme weather conditions, carrying heavy or awkward equipment. Capacity for camping for extended periods.</p> <p>Isolation: proven ability to be in isolated places and be self-sufficient with minimal infrastructure. Practical maintenance of equipment.</p> <p>Back country skills, proven ability to operate in extreme environments. Knowledge and capacity for using radio and satellite communication.</p> <p>Cooperation: work as a team, willing to help and be helped. Discipline, good communication and honesty when dealing with difficult situations.</p> <p>Emotional intelligence: ability to work through interpersonal issues and adapt approach based on understanding how one's behaviour affects others.</p> <p>Awareness: Health and safety is the top priority. Risks are identified, assessed and controlled. Where the risk level is not acceptable then the work is not undertaken. First aid or PHEC certification acquired prior to trip.</p> <p>Biosecurity and wildlife handling: understand and follow all biosecurity requirements. Proven ability to handle wildlife in an appropriate manner.</p> <p>Small boat handling/small boat experience/shore transfers: proven ability to operate safely, moving people and gear to shore in backcountry areas. Swimming &amp; confidence around water a must.</p> <p>Leadership: a team lead with proven experience successfully leading isolated work in challenging environments will be appointed to each location.</p> <p>At least one person in each team will have experience managing field data and spreadsheets and conducting quality checks on data.</p> <p>At least one person in each team should have good experience with setting up electric fencing, using portable generators, track/field site maintenance and solid bush craft skills.</p> <p>At least one person in each team should have continuity with past teams.</p> |

## Relationships

This section describes the expectations and boundaries the role has with other key personnel and groups.

| Internal groups                      |   |
|--------------------------------------|---|
| DOC MST (Aquatic)                    | The work is being contracted by the Mountains to Sea team as a part of the NZ sea lion Threat Management Plan. Interactions with this team will be around ensuring fulfilment of the objectives of the project, contracting, and reporting.   |
| DOC Operations Southern South Island | The Operations team within DOC is accountable for the site where the work is conducted. Therefore, logistics, health and safety and quarantine will be guided/supervised by the Southern South Island Operations team.<br>Team work and cooperation are critical in these remote teams. Team members may be from elsewhere within DOC, or external parties. |
| Fellow team members                  | Expectations are that teams will work together in a collaborative environment and the team lead will be the accountable decision maker for project research and health and safety.  |
| External groups                      |   |
| Massey University                    | Sampling gear for necropsy work is coordinated through the assistance of Massey University and all samples are sent there for analysis. In preparing and completing the field seasons, personnel will need to liaise with vets at Massey to ensure the samples are collected appropriately.   |
| Ngāi Tahu                            | Treaty partners will be involved at different stages of the fieldwork and will take part in a debrief post field season. Also, all field work will be undertaken in accordance with the respect owed to a taonga species.   |

## Authorities

You are required to comply with the standard operating procedures of the Department. In addition, you must comply with the financial, human resources, legal and other delegations set out in Standard Operating Procedures, policies and instructions (refer to the Intranet for further information).

APPROVED:

Name:

Date:

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