

# Terms of Reference - Field Manager

## Key working relationships

Internal	External
<ul style="list-style-type: none"> <li>• Tū Mai Taonga Project Lead</li> <li>• Tū Mai Taonga Managers and other personnel</li> <li>• Tū Mai Taonga Steering Committee</li> <li>• Tū Mai Taonga Technical Advisory Group</li> <li>• Ngāti Rehua Ngātiwai ki Aotea Trust</li> </ul>	<ul style="list-style-type: none"> <li>• Ngāti Rehua Ngātiwai ki Aotea whānau</li> <li>• Aotea community, landowners, businesses</li> <li>• Aotea conservation groups and agencies</li> <li>• Funders</li> <li>• Service providers including specialists and contractors</li> <li>• Volunteers</li> </ul>

## General

The purpose of this role is to lead and supervise field personnel via Team Leads to deliver agreed work priorities.

Tū Mai Taonga contractors are required to respond to the project's changing needs, performing other tasks as reasonably required. They are also required to comply with the project's standard operating requirements, including all policies and procedures.

The project may make reasonable changes to the contract in consultation with the contractor.

Tū Mai Taonga contractors are required to maintain a strict sense of personal ethics, maintain confidentiality and privacy, and shall abide by all the project's policies, procedures and Code of Conduct that may be in force or come into force from time to time.

## Accountabilities

Supervising operational work delivery	Analyse and understand tasks, team capability and capacity to decide how work should be delivered  Collaborate with Eradication Specialists to ensure priority work is covered
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	<p>Facilitate annual, quarterly and weekly/bi-weekly Team Lead planning</p> <p>Support Team Leads to prioritise and assign work to individuals, ensuring workloads are managed effectively and safely</p> <p>Explain context, priorities and standards of work, engaging and motivating the team to succeed and supporting Team Leads to do likewise</p> <p>Enable Team Leads to lead and support their teams in delivering the work</p> <p>Monitor work delivery and performance, logging and recording work progress and expenditure</p> <p>Maintain up to date knowledge of stakeholder interests and manage competing interests where necessary</p> <p>Work with your team to find ways to improve efficiency and effectiveness</p> <p>Keep Eradication Specialists informed about completion of work and emerging developments to inform planning</p> <p>Procure and manage field infrastructure and inventory to ensure project assets are accounted for, managed and maintained to a professional standard to ensure field teams have what they need to work effectively</p> <p>Manage approved budgets for effective delivery of field work</p>
<p>Helping to achieve Ngāti Rehua Ngātiwai ki Aotea aspirations for re-indigenised conservation</p>	<p>Develop work programmes in line with Ngāti Rehua Ngātiwai ki Aotea aspirations for holistic, tikanga-informed conservation</p> <p>Ensure the project’s responsibilities and commitments to Ngāti Rehua Ngātiwai ki Aotea are incorporated into work programmes</p>
<p>Team capability and resourcing</p>	<p>Lead selection panels for recruiting field personnel</p> <p>Approve timesheets and consider leave requests for field personnel on behalf of the Project Lead</p>

	<p>Conduct quarterly one on one reviews, monitor wellbeing and identify individual capability gaps and aspirations</p> <p>Coach, train and mentor field personnel to equip them to succeed in their work and grow their skills</p> <p>Engage and manage external contractors as agreed with the Project Lead to resource the work programme</p>
Tasks Assigned by Project Lead	<p>Undertake specific tasks as directed by the Project Lead</p> <p>Collate information for media enquiries, governance reports etc as required.</p> <p>Manage specific relationships as assigned by the Project Lead</p> <p>Coordinate and participate in emergency responses</p> <p>Support the Project Lead in the leadership of the team</p>
People leadership	<p>Set annual expectations and monitor performance through quarterly programme review and planning and through weekly/bi-weekly performance indicators (Scorecard) together with the Project Lead</p> <p>Support the learning and development of your team (individually and collectively) ensuring every team member has an up to date development plan and receives regular feedback</p> <p>Assign tasks and projects ensuring your team is clear about the expectations and are supported to achieve them</p> <p>Foster an inclusive workplace culture and support a diverse workforce</p> <p>Lead the team in a way that inspires trust, respect and continuous improvement in performance</p> <p>Raise team performance issues with the Project Lead</p>
Build and maintain effective relationships	<p>Actively engage with the Project Lead, Rat Eradication Specialist and Feral Cat Eradication Specialist - taking information, advice and direction into account, and keeping them informed</p>

	<p>Work collaboratively with other departments in the project to identify and implement the support functions needed for operational delivery and contribute effectively to cross-functional teams</p> <p>Build and maintain effective relationships with key individuals and groups from relevant sectors and organisations</p> <p>Represent Tū Mai Taonga - coordinate and participate in initiatives within the area of managing field teams, including engagement and advocacy around this</p>
<p>Work management and delivery</p>	<p>Deliver on tasks as set out in work plans, performance expectations, and task assignments</p> <p>Identify critical issues and risks and ensure they are constructively raised and addressed</p> <p>Work with the Project Lead to efficiently and effectively deliver project eradication priorities</p> <p>Manage knowledge and information to ensure it is secure and current</p> <p>Manage Project Health and Safety systems and practices, including Job Safety Analysis, taking into account conditions that affect own and others' health, safety and wellbeing</p> <p>Take all practical steps to ensure your own safety and the safety of others in the project</p>

**Capability**

<p>Specialist skills, knowledge and qualifications</p>	<p>Skills in leading or supervising people along with knowledge of leadership principles from experience or a tertiary qualification</p> <p>Experience in organising the work of a team</p> <p>Sufficient knowledge in the work to lead the team effectively and to participate in field work as necessary</p> <p>Able to engage effectively in a Māori setting including</p>
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	<p>pōwhiri and whakatau. Willing to learn karakia, pepeha and tikanga to support productive working relationships</p> <p>Motivated to support aspirations of Ngāti Rehua Ngātiwai ki Aotea - able to engage in Māori settings including pōwhiri and whakatau and willing to learn karakia, pepeha and tikanga</p> <p>A broad understanding of eradication principles</p> <p>Knowledge and experience in working with public and private sector entities</p> <p>Able to interpret and apply Geographic Information System (GIS) information</p> <p>Current full New Zealand driving licence</p>
<p>Collaboration, relationship building, communication and interpersonal skills</p>	<p>Interacts productively with a wide range of people</p> <p>Seeks and considers other perspectives</p> <p>Works effectively with peers to solve problems, gains trust easily and provides support</p> <p>Demonstrates and fosters collaboration across teams</p>
<p>Organisation contribution</p>	<p>Provides considered feedback and input to decision making</p> <p>Identifies and suggests opportunities to do things differently</p> <p>Proactively seeks to understand organisational or wider context of own role</p>
<p>Delivering results</p>	<p>Plans and organises work to deliver on objectives</p> <p>High personal and professional standards and accuracy</p>