



## POSITION DESCRIPTION

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**Job Title:** REGIONAL MANAGER, Christchurch

**Reports to:** National Manager, New Zealand

**Full-time Permanent**

**Classification 5, Level 1**

**Hours:** The normal operating hours of CVNZ are 8.30am – 5.00pm however as this is a salaried position it is expected that tasks outside these normal operating hours may need to be conducted at some times.

**Summary Statement:**

The Regional Manager is responsible for overall co-ordination and delivery of Conservation Volunteers New Zealand programs in the Christchurch region.

**Tasks & Duties:**

- Working towards and managing the overall achievement of targets as outlined in the Business Plan
- Ensuring that the office, volunteer house and all CVNZ vehicles, trailers and equipment are managed and maintained in accordance with relevant laws, by-laws and CVNZ policy.
- Managing the day to day activities of an office, including the provision of leadership, supervision, guidance and support to all staff.
- Liaising and maintaining strong business relationships with state and local government agencies, corporate agencies and other relevant organisations at a regional level to promote CVNZ as a key player in community engagement in environmental and heritage restoration and protection.
- Sourcing and planning environmental and heritage projects in line with CVNZ budgets, policies and procedures in conjunction with relevant project partners.
- Developing and implementing a planned program of activities for CVNZ volunteers.
- Overseeing the Volunteer Engagement Officer and ensuring that volunteer recruitment actions are being followed in line with region's business plan.
- Writing and formatting reports and proposals in a timely and accurate manner.
- Monitoring all programs in the region to ensure CVNZ's standards of OH&S, staff and program participant welfare and the quality of environmental outputs.
- Work with the National Manager- Occupational Health & Safety to monitor, deliver and improve CVNZ systems in relation to safety and welfare.
- Providing assistance to all field- based leaders in the organization of teams, vehicles, tools, materials and any specialised resources needed for the successful completion of projects.
- Reporting to, and taking direction from, the National Manager, Project Development and Regional Delivery Director and as required, from the CEO and other national management staff.

**Essential Qualifications & Attributes:**

- Full Driver's Licence
- Defensive Driving certificate
- Current Senior First Aid certificate.
- Occupational Health and Safety certificate (Level 2 Minimum)  
(If not already obtained, the above qualifications are required upon successful appointment of the Regional Manager.)
- General interest in the conservation industry.

- Demonstrated ability to work with and manage a busy office.
- A sound level of computer skills including Microsoft Word, Excel, e-mail and Internet.
- Demonstrated experience and ability in people and project management.
- Excellent logistical and planning skills.
- Excellent organisational and time management skills.
- Excellent written and verbal communication skills.
- Demonstrated capacity to manage multiple tasks & competing priorities.

**Desirable Qualifications/Experience**

- Relevant tertiary qualification.
- Previous experience with a volunteer or not for profit organization.
- Ability to self-motivate and motivate others.
- Demonstrated understanding of Australia's environmental priorities.

**Responsibility & Accountability:**

- The Regional Manager is responsible for the overall management of the day to day operations of a regional office and achieving set targets as outlined in the business plan.
- The Regional Manager is directly accountable to the National Manager and Project Development and Regional Delivery Director

**Working Relationships:**

The Regional Manager is expected to effectively manage all staff within the regional office, including the provision of support and assistance to achieve the overall business objectives. The Regional Manager may also liaise regularly with other Regional Managers, the Project Development and Regional Delivery Director and other National Managers as required.

External relationships with project partners, local and state government bodies and other industry contacts are also integral to the successful performance of the Regional Manager.

**Working Conditions:**

The Regional Manager is required to travel to various project sites, as well as other places deemed necessary in sourcing, planning and implementing CVNZ programs and initiatives. It may be necessary to stay away overnight whilst conducting CVNZ business

**Remuneration:**

In addition to the starting salary, a fully maintained vehicle available for private use, 17.5% annual leave loading will be available. A mobile telephone will also be provided for business purposes.

<b>Key Selection Criteria</b>
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1. Highly developed interpersonal communication skills coupled with an ability to liaise with people of diverse backgrounds.
2. Previous experience in proactively building strong business relationships with a variety of project partners
3. Demonstrated capacity to manage and support staff –both field and office based.
4. Demonstrated capacity to manage multiple tasks and competing priorities.
5. Demonstrated experience in administration of practical conservation projects or the direct supervision of work teams.
6. Demonstrated experience in servicing contracts and effectively managing an office and budgets.
7. Demonstrated capacity to write concise, timely and accurate reports.
8. Computer literacy in the functions of internet, database, email and word processing.