

FISH & GAME NEW ZEALAND

EASTERN REGION

JOB DESCRIPTION

Job Title: Fish & Game Officer

Reporting To: Senior Fish & Game Officer (Compliance)
Chief Executive Officer - Eastern

Location: Rotorua

1.0 PURPOSE

To undertake work and projects to implement the Eastern Fish and Game Council's Annual Work Plan and to ensure that its objectives are met.

2.0 DIMENSIONS

The Officer is responsible for undertaking fish and game management activities in the Eastern Fish and Game Region. The Officer is expected to be able to carry out the work with minimal supervision and may be required to manage projects on a region wide basis as delegated by the Senior Fish & Game Officer or Management. The amount of effort put into any work area is determined by the Council's Annual Work Plan.

The Officer is accountable to the Senior Fish & Game Officer (Compliance) although he/she may be responsible to other staff for specific projects or operations.

3.0 SCHEDULE OF DUTIES

3.1 Compliance and Law Enforcement

The Officer will be responsible for ensuring a compliance and law enforcement presence as defined by the Council's Annual Work Plan and as delegated by Management.

Key Tasks

1. Undertake law enforcement at key times of the fishing and game bird hunting seasons. This will involve frequent weekend work and the requirement to coordinate responses to afterhours compliance activities.
2. Document offences and assist resolution and prosecution process as required.

3. Participate in warranted officer training, supervision and motivation.

3.2 Habitat Enhancement and Protection

The Officer will assist with the management of Fish & Game managed habitat areas and projects as defined in the Council's Annual Work Plan.

Key Tasks

1. Maintaining access to wetland habitats managed by the Council.
2. Assisting with weed control and habitat enhancement in Council managed Wildlife Management Reserves.
3. Responsible for maintaining Councils field equipment necessary for management of Wildlife Management Reserves.

3.3 Client Services and Participation

The Officer will assist with the maintenance of the angler and hunter access programmes throughout the Eastern Region as defined in the Council's Annual Work Plan.

Key Tasks

1. Maintaining access signage and contributing to angler and hunter access programmes.
2. Contribute to the development of information and/or programmes to assist anglers and hunters access and enjoy the recreational freshwater sport fishing and game bird hunting opportunities within the region.
3. Add input to the development of information and/or programmes to assist anglers and hunters access and enjoy the recreational freshwater sport fishing and game bird hunting opportunities within the region.
4. Assist with licence agent servicing and communication.

3.4 Species Management

The Officer will contribute to monitoring fish and game bird populations and the harvest of these populations as defined in the Council's Annual Work Plan.

Key Tasks

1. Carry out harvest surveys through interviews of sports fish anglers and game bird hunters.
2. Contribute to species monitoring programmes undertaken by the Council.

3.5 Projects

The Officer is responsible for carrying out or supervising projects and other tasks that may be delegated from time to time by the Senior Fish & Game Officer.

4.0 RELATIONSHIPS

Internal: The Chief Executive Officer, Senior Fish & Game Officer, other staff, Eastern Fish and Game Council Chair and Councillors.

External: Government Departments, Regional and Territorial Local Authorities, State Owned Enterprises, licence holder interest groups, landowners, and the media and the general public.

5.0 SKILLS

Skills required for this position are:

- 1.** Excellent communication, relationship building and negotiation skills and the ability to diplomatically advocate the Council's interests.
- 2.** Ability to work well in a compliance and law enforcement capacity with a frequent requirement for flexible hours to accommodate the need to maintain an afterhours response capability.
- 3.** Self-motivation and the ability to establish priorities and work efficiently and effectively with minimum supervision.
- 4.** Abilities to work in the field with mechanical equipment and have some experience in basic equipment maintenance.
- 5.** Experience with boat use.
- 6.** Computer skills, including word processing, spreadsheet and database applications.
- 7.** Practical problem solving skills.
- 8.** Cultural sensitivity including familiarity with Māori tikanga and issues.