

ZERO INVASIVE PREDATORS LTD (ZIP): ROLE DESCRIPTION

EXECUTIVE ASSISTANT

LOCATION: WELLINGTON

MANAGER'S TITLE: CHIEF EXECUTIVE OFFICER

CONTEXT

ZIP was established in February 2015 by founding partners Department of Conservation (DOC) and NEXT Foundation, as a limited liability research and development entity focused on developing the tools and techniques to enable an ambitious and exciting vision for New Zealand:

The complete removal of rats, stoats, and possums from large mainland areas for the long term, sustainable protection of native biodiversity.

ZIP's mission is to deliver this vision by developing operationally ready, innovative, strongly supported technologies to remove invasive predators from mainland sites, and protect those sites against reinvasion. We call this model 'Remove and Protect'.

The Remove and Protect approach, if successful, will make it possible to:

- carry out predator control in terrain where it is neither desirable nor possible to construct predator fences
- reduce our dependence on the repeated wide scale application of toxins at chosen sites
- enable progressive expansion of a protected area as funds and confidence allow
- create an environment on the mainland where, in time, ecological integrity could rival that of predator-free offshore islands

In September 2014, a field development site was established by the team (then under DOC management) at Bottle Rock Peninsula, in Queen Charlotte Sound. Here, we are assessing the effectiveness of the current predator control toolset in a 'virtual barrier' system, and testing new prototype technologies as they develop.

Trials are also carried out at a number of sites across New Zealand.

ZIP VALUES AND GUIDING PRINCIPLES

- Invest strategically
- Be adaptive, agile and decisive
- Deliver rapid prototypes and experiment
- Create accessible solutions that work well
- Collaborate with contributors
- Ensure measurable progress
- Communicate openly
- Strive for continuous improvement
- Keep people safe

PURPOSE OF THE ROLE

- To provide professional executive support enabling the Chief Executive Officer and Directors to perform at their optimum across all areas of their roles to achieve the expectations of the Board and Investors.
- To provide high quality administrative and logistical support to the ZIP team.
- To support the ZIP field team with trials and maintenance at ZIP's field site(s).

FUNCTIONS OF THE ROLE

- Proactively identify any issues that might relate to or have the potential to impact on the Chief Executive Officer, Innovation Director, and/or Field Operations Director, and their areas of focus and strategic objectives; analyse issues to make considered decisions and develop appropriate solutions to resolve them
- Manage the Chief Executive Officer's diary to ensure they can focus on their highest priority goals
- Coordinate the scheduling of meetings and events, and ensure the Chief Executive Officer has any necessary documentation in order to be prepared for the meeting
- Anticipate, identify and respond to the team and customer/user needs
- Monitor internal and external relationships and resolve critical issues promptly
- Handle complex correspondence, progressing as appropriate or drafting responses on behalf of the Chief Executive Officer
- Contribute positively to a high-performing, engaged team; while ensuring the Chief Executive is aware of emerging staff issues or concerns
- Manage telephone calls, emails, and correspondence and act or redirect as appropriate
- Provide general administrative support to the ZIP Team, including coordinating timesheet recording and travel arrangements
- Provide general accounting support to the ZIP Team, including monthly payment of accounts, processing of credit card statements, invoicing, maintenance of the chart of accounts and provision of ZIP Ltd annual accounts to the Accountant
- Take responsibility for other related administrative tasks, including the updating of team emergency contacts, risk management documentation and security of confidential files
- Contribute to improving and refining ZIP's business systems and practices
- Maintain a high level of awareness of overall strategy, and the critical projects and deadlines across ZIP's work programme
- Provide on-the-ground support to the ZIP field teams, including in-field assistance with trials and maintenance on occasion

ZERO INVASIVE PREDATORS LTD (ZIP) ORGANISATION CHART (CURRENT AS AT 26/04/2017)

