



ROLE DESCRIPTION – Administrator

Zero Invasive Predators

Location: Twizel
Reporting to: Project Lead – Te Manahuna Aoraki

Context

Zero Invasive Predators

Zero Invasive Predators Ltd (ZIP) is a registered company and charity that was established in February 2015 by the Department of Conservation and the NEXT Foundation.

The mission of ZIP is to “*rapidly develop technology to enable permanent elimination of key threats to native plants and animals.*”

Eliminating threats to biodiversity

New Zealand has traditionally managed pest animals by suppressing their populations. Often this means an initial operation to reduce pest numbers, followed by ongoing cyclical control. This results in a boom-and-bust type impact on pest populations, and limits the recovery of native species and ecosystems. Given finite resources, the enduring cost of this approach also restricts the scale at which pest populations can be managed.

The launch of the Predator Free 2050 mission in 2016 introduced a new goal: to eliminate, rather than suppress, invasive predators across Aotearoa. Elimination focuses on removing every individual target pest from an area, and then managing incursion to prevent these pests from re-establishing.

New Zealand is already a world leader in eliminating invasive species from offshore islands, and within fenced sanctuaries, but achieving this at landscape scale on the mainland is a challenge that requires new tools and techniques. ZIP’s role is to develop methods to (1) eliminate invasive pest animals from large mainland areas, and (2) quickly detect and remove any invaders before they are able to re-establish a population.

This approach is now being developed and implemented to enable elimination of invasive pests from large sites around New Zealand.

More information about ZIP is available at <https://zip.org.nz>.

Purpose of the role

To provide professional administrative and logistical support to the ZIP Twizel-based team.

Key tasks

Support the Project Lead – Te Manahuna Aoraki

- Manage the Project Lead’s diary, emails and other administrative tasks (e.g. processing receipts) to ensure they can focus on highest priority tasks

- Ensure correspondence addressed to the Project Lead is responded to in a timely manner, including by drafting and sending responses where appropriate
- Ensure the Project Lead is aware of significant emerging team issues or concerns and help to resolve them.

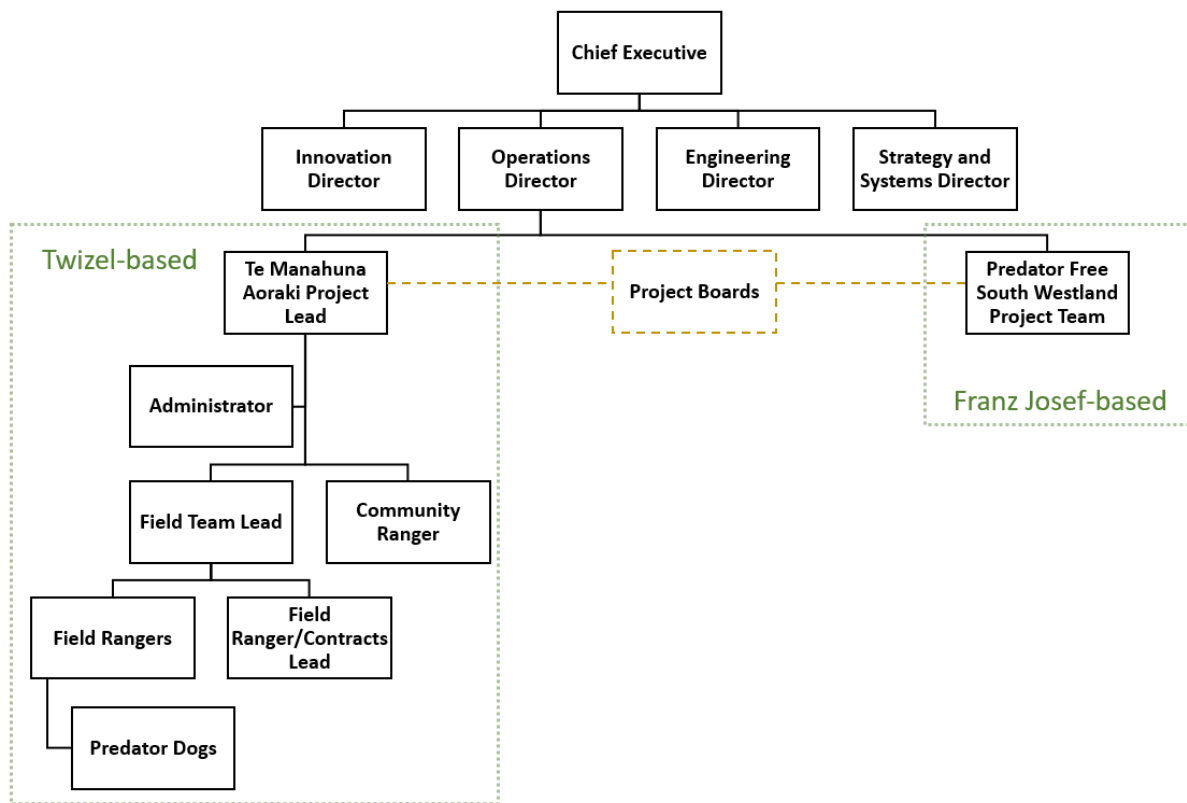
Support the ZIP Twizel team

- Work with other ZIP business support staff to maintain systems that support, develop and grow the team, such as: Health and Safety, recruitment, payroll, employment agreements, induction, emergency contacts, first aid and other training
- Support the Twizel team with travel, accommodation and meeting logistics, including attending meetings and taking minutes as required
- Collate information from the Twizel team for the weekly ZIPline newsletter
- Ensure the Twizel Office has the required supplies (e.g. kitchen, stationery and printer consumables) and services (e.g. cleaning and printer maintenance)
- Build and maintain strong working relationships with administrative staff at Department of Conservation and other key partners

Key requirements of the role

1. Excellent skills in:
 - Communicating through listening, speaking and writing in a friendly, clear and timely manner
 - Assessing the importance and urgency of correspondence
 - Planning, scheduling and organising emails, events and travel
 - Maintaining core reference documents
2. Personal qualities that include:
 - Able to foster effective working relationships, both internally and externally
 - A high level of attention to detail
 - Unflappable upon receipt of sensitive information, and able to maintain confidentiality
 - Comfortable with having to make frequent changes/revisions to travel and other plans, often at short notice
3. Confident user of software including Gmail, Word, Excel, Dropbox, Adobe, and video conference platforms.
4. Keen to:
 - work in an environment that is fast-paced, and in a busy office
 - increase capability in the key requirements of the role
 - learn and undertake a wide range of tasks
 - apply other unique personal knowledge and skills to tasks that benefit the project team

Organisation Structure



Team Culture

People – our team, conservation partners and other stakeholders – are always our number one priority, without exception. We are caring, connected, empowered and innovative.

Within this context, some of the values and principles we follow include:

- Keep people safe
- Communicate openly
- Work with others to enable a change in practice
- Empower and trust the team
- Rapidly find and deploy solutions
- Strive for continuous improvement